

Certified as a Regulation (or
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Charles J. Schotland
(Signature)

Director
(Title)

9-21-57
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

FILED
In the Office of the Secretary of State
of the State of California

SEP 21 1951

At 4 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By [Signature] Deputy

DEPARTMENT BULLETIN NO. 464 (ANC) (~~PROPOSED~~)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS
COUNTY WELFARE DEPARTMENTS

Subject: Payment and Claiming Procedures
in Mismanagement Cases

(2) (1) (3)
Payment of Aid to Needy Children in cases in which mismanagement has been determined as provided in Section C-516 of the ANC Manual of Policies and Procedures may be in the form of unrestricted multiple money payments to the recipient during the month, controlled money payment(s) to the recipient, payments in kind for specific goods or services, or a combination of any or all of them.

(4)
Unrestricted money payments to the recipient in one payment or in multiple payments and covering more than one budgeted item are subject to federal participation. Payments in kind or money payments to the recipient in which there is restriction or direction as to use for specific goods or services are NOT subject to federal participation.

With respect to single or multiple money payments to the recipient, it is necessary to determine if the money payment is restricted and therefore not subject to federal participation. Furthermore, if all or part of the monthly authorization is payable in kind it is necessary to account for the issuance of orders on commercial vendors or on the county commissary within the amount available for in kind payments and to fully meet the budgeted needs of the children according to established ANC standards.

A. Financial Control of Payments

Authorization for multiple payments, controlled payments or in kind payments shall be effective on the first day of a calendar month and the following procedural steps shall be taken:

1. Authorization Documents

The county welfare department shall specify on Form CA 201, Certificate of Eligibility, or on Form CA 232, Notice of Change, the date on which payments under mismanagement determination become effective and the specific manner in which such payments of the monthly authorization are to be made, i.e.:

- a. The portion of the authorization to be paid without restriction to the recipient, either in one payment on the first of the month or in multiple payments on specified dates during the month,
- b. The portion to be paid to the recipient as a controlled payment, and
- c. The portion to be paid in kind for goods and services.

2. Financial Record of Payments in Kind

The county welfare department shall maintain a centrally filed financial record for each mismanagement case for which there are in kind payments. This record shall show:

- a. The date on which payment under mismanagement determination becomes effective and when terminated,
- b. The amount of the monthly authorization,
- c. The portion thereof to be paid by warrant to the recipient,
- d. The amount available monthly for encumbrance by vendor orders for payments in kind,
- e. The date, number and amount of each vendor order issued and the type of goods or services specified therein,
- f. The date, auditor's warrant number and amount of payments made on claims rendered by vendors to whom orders have been issued. If the vendor is the county commissary, an auditor's journal voucher or other document according to practice in the county is entered in lieu of warrant number, and
- g. A running balance of accumulated amounts unencumbered.

Whatever procedure is usually followed in the county in payment of bills may be followed in payment of vendor claims. However, the system should provide for flow of current information to the welfare department in order that prompt postings may be made to the financial record.

3. Vendor Order Form

A system of vendor order forms and a method of control of their use shall be maintained in each county in which there are ANC mismanagement cases to be paid in kind. The following requirements shall apply:

- a. Vendor orders shall be issued at least in duplicate with the following distribution, (1) the original shall be for vendor's use either directly or to be presented to him by the recipient. Whenever possible, the vendor shall require the recipient's signature on the original of the vendor order as evidence of goods or services received, which original shall be attached by the vendor to his claim to the county, (2) the duplicate of the vendor order shall be retained in the welfare department or posted to the financial record referred to in paragraph A-2 and filed according to county requirements.

- b. Vendor orders shall be serially numbered and shall be treated as controlled stationery in order that unauthorized use may be prevented. A vendor order shall not be issued covering goods or services for more than one ANC case or more than one vendor. It is recommended that authority to issue such orders be restricted to a limited number of specified persons and that all orders be countersigned by the welfare director or his duly appointed representative.

4. Existing County Systems

If a county has an adequate system already established for processing payments in kind to its General Relief cases and if such a system is adaptable to ANC mismanagement cases and meets the requirements set forth herein, such a system may be substituted for the forms and procedures as provided herein, subject to subsequent review and approval by representatives of the SDSW.

5. Goods Supplied from County Commissaries

Goods supplied to ANC mismanagement cases through county commissaries shall be valued at actual cost to the county, provided however, that such cost may not exceed prevailing retail prices. Counties making payments in kind through commissaries shall maintain adequate records of commissary costs readily available for audit by representatives of the SDSW.

B. Claims to the State for Payments in Mismanagement Cases

1. Payrolls and Contra Rolls

Amounts claimed for ANC payments in mismanagement cases shall be listed on payrolls (and credits for such payments on contra payrolls) separately from other ANC cases in the claim. Amounts for each case paid by warrant(s) to recipients shall be listed by warrant number and amount. Amounts allotted from the monthly authorization for payments in kind shall be indicated as such on the claim by the designation "AIK" in lieu of the warrant number. Thus, the full monthly assistance authorization for each mismanagement case will be claimed each month. Each separate warrant issued and the total amount allotted to each recipient for payment in kind shall be shown and coded in the warrant amount column as to the type of mismanagement payment, i.e., "U" unrestricted payment, "C" controlled payment and "K" aid in kind. "AIK" payments and controlled warrants shall always be claimed as non-federal or non-county-non-federal, depending on whether there is county residence. Participation codes are indicated on the payrolls and brought forward to the Claim Summary Sheet in the same manner as for the regular payroll.

2. Sample Forms

Form CA 800, Affidavit, is revised as of October 1, 1951. Because of the provisions of Chapter 385 of the Statutes of 1951, the designation "Affidavit" is changed to "Certification." The certification wording at the foot of the form is revised accordingly. A sample of the new certification wording is attached. Included also is a sample payroll listing a few typical items in ANC mismanagement cases, as well as a suggested form for a financial record for payments in kind (see paragraph A-2).

G. Review and Adjustment of Unexpended Balances

ANC Manual Section C-512 requires that each case shall be re-examined at least every six months to determine whether the family case should be returned to an unrestricted cash payment basis. Similarly, the financial record set up for aid in kind as provided in paragraph A-2 shall be reviewed semiannually upon reverting to normal form of payment, or upon discontinuance of aid. Any unexpended balance not encumbered by outstanding vendor orders ^{or not received in payment of the} shall be reported as a credit ^{children} to state and county funds in the same manner in which other repayments of aid are reported, ~~or, if there are unmet needs of the children, shall be liquidated by issuing to the recipient vendor order(s) or cash payment to meet those needs.~~

Very sincerely yours,

Charles I. Schottland
Director

Attachments

Certification of Welfare Director on Monthly Claim

I hereby certify, under penalty of perjury, that I am the official responsible for the administration of Aid to Needy Children in and for aforesaid county; that the aid payments, allotments for payments in kind, aid repayments and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the State Social Welfare Board.

Signature of County Welfare Director

Date _____ 195____

Certification of County Auditor on Monthly Claim

I hereby certify, under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that the amounts claimed herein are in accordance with authorizations for Aid to Needy Children made by the county; that said amounts correctly reflect Federal, State and County shares in the aid payments claimed and that warrants therefor have been issued, or funds made available for the payments in kind listed herein according to law and the rules and regulations of the State Social Welfare Board.

Signature of County Auditor

Date _____ 195____

FINANCIAL RECORD - PAYMENTS IN KIND - ANC

Case Number Ca 4561 Payee Name Mary Williams

Monthly Money Payments to Payee		105.00	105.00	Case Discon- tinued			
Monthly Payments in Kind		100.00	110.00				
Total Monthly ANC Authorization		205.00	215.00				
Effective Dates of Changes		10/1/51	11/1/51	11/30/51			
Date	Docu- ment Number	Name of Vendor	Goods or Services Ordered	Monthly Allot- ment	Vendor Orders Issued	Vendor Claims Paid	Unen- cumbered Balance
10/1/51		October Allotment		100.00			100.00
10/5/51	Vo. 65	J. Smith & Co.	Food		50.00		50.00
10/15/51	Vo. 67	City Market	Food		20.00		30.00
10/20/51	Wt. 476	J. Smith & Co.				49.50	30.50
10/25/51	Vo. 73	County Commissary	Clothing		25.00		5.50
11/1/51		November Allotment		110.00			115.50
11/2/51	Vo. 82	J. Smith & Co.	Food		55.00		60.50
11/5/51	Wt. 514	City Market				19.50	61.00
11/7/51	Vo. 96	City Market	Food		30.00		31.00
11/10/51	Vo. 24	County Commissary	Clothing			25.00	31.00
11/20/51	Vo. 105	Acme Clothing Co.	Clothing		25.00		6.00
11/30/51	Case Reverted to Normal Status						
12/7/51	Grant Adjustment (\$4.00)						2.00
12/7/51	Vo. 124	Dr. Frank, DDS.	Dental Care		2.00		-0-
12/25/51	Wt. 621	Dr. Frank, DDS.				2.00	-0-

AID TO NEEDY CHILDREN PAYROLL (Or Contra Roll)*
(Excluding Aid Paid Under Section 1556.5 of the Welfare and Institutions Code)

Type of Roll **PAYROLL FOR MISMANAGEMENT CASES** County **GREEN**
(Payroll, Repayment or Cancellation Contra Roll)

Month **OCTOBER**, 19 **51** Warrants Dated **OCTOBER 1, 1951**
(Except as otherwise shown in Column 7)

(Indicate Non-County Cases by (N) in Columns 5A and 6 and Non-County, Non-Federal Cases by (G) in Column 5B.)
* When using this form as a contra roll for repayments or cancellations report in Col. 7 the month(s) to which each item applies.

(1) STATE NUMBER	(2) NAMES OF PAYEES NAMES OF CHILDREN FAMILY GIVEN (Optional)	NO. OF ELIG. PAY- EES (A)	(3) NO. OF CHILDREN		(4) WARRANT AMOUNT	(5) BASIS FOR STATE PARTICIPATION		(6) BASIS FOR FEDERAL PARTICI- PATION	(7) REMARKS*	(8) WARRANT NUMBER		
			El. (B)	Inel. (C)		El. to Federal (A)	Inel. to Federal (B)					
1234	Jane Wilson	1	1		20.00 U 20.00 U 65.00 K	40.00		40.00	10/15/51	6501 7356 AIK		
6289	Louise Snyder		1	1	50.00 U 100.00 K	27.00 N	23.00 S 100.00 S	27.00 N		6507 AIK		
6546	Thelma Cole	1	2	1	25.00 U 25.00 U 25.00 U 30.00 C 90.00 K	72.00	3.00 30.00 90.00	72.00	10/11/51 10/22/51	6605 7341 7384 6815 AIK		
6742	Audrey Brown			5	250.00 K		250.00			AIK		
6976	Susan Blake	1	4	1	87.00 U 87.00 U 87.00 U	217.50	43.50	108.00	10/11/51 10/22/51	7012 7342 7385		
7023	Jennie Olsen			1	50.00 C 75.00 K		105.00			7256 AIK		
PAGE TOTALS		3	8	9	1,086.00	356.50	709.50	247.00	NO. PERSONS BY PARTICIPATION STATUS Elig. to Federal Inel. to Federal Regular Non-Co. Non-Fed. Non-Co. Non-Fed.			
									10	1	8	1

STATE DEPARTMENT OF SOCIAL WELFARE

SEP 21 1951

OAS Manual of Policies and Procedures

At 4 o'clock P. M.
FRANK M. JORDAN, Secretary of State

Chapter IV through XIII and Chapter XV of the OAS Manual were adopted by the Social Welfare Board in June, effective September 1. Those chapters have been issued.

Remaining Chapters I, II, III and XIV, included in this material, were discussed with the Policies and Procedures Committee of the County Welfare Directors Association on August 16. Revisions or additions suggested by the counties have been included. They were few in number, and it was not necessary to make substantial change in content. Therefore either typed or long hand insertions, or deletions, have been made in Sections A-110, 228, 268, 372, 1420 and 1495 as presented at the August 16 meeting.

In drafting these four chapters revision of existing policy or new policy was held to a minimum. Marginal notes indicate that material which is new or revised, and designate the sections of the integrated Manual of Policies and Procedures which were reworded, rearranged or combined.

As a guide to new material in these four chapters pertinent sections are mentioned below:

- A-115 Includes the new provisions of Chapter 1548 of the Statutes of 1951 (SB 1586) relating to payment of aid which become effective September 22, 1951.
- A-145 Includes for the first time the provisions of W&IC 2008.5 (neither a new nor an amended code section).
- A-150 Includes for the first time the provisions of W&IC 2010 (neither a new nor an amended code section).
- A-180 Includes the provisions of Chapter 84 of the Statutes of 1951 (AB 353) relating to destruction of records which become effective September 22, 1951.
- A-198 Includes the provisions of Chapter 772 of the Statutes of 1951 (AB 355) relating to delegation of authority by the board of supervisors, which become effective September 22, 1951.
- A-220 Represents no change from current practice and procedure, but statement has not previously been included in the integrated Manual of Policies and Procedures.
- A-224 Same comment as for A-220.
- A-232 Represents interpretation which has been given but policy has not previously been issued either in the manual or in a bulletin.

- A-240 Social Service Exchange clearance is discretionary.
- A-233 Emphasizes the importance of recording the exact birth date on the application when the applicant reaches the 65th birthday in the current year.
- A-264 If the applicant is being transferred from one category of aid to another the county action granting aid may precede the effective date (same policy as previously adopted in the ANB Manual).
- A-272 Incorporates the requirement that aid be paid promptly to eligible applicants - Chapter 1548, Statutes of 1951 (SB 1586).
- A-276 Note revision to Form Ag 239, Notification of Action, to make it equally applicable whether action in relation to the application or the grant is taken by the Board of Supervisors, or by their delegated agent - Chapter 772, Statutes of 1951 (AB 355), effective September 22, 1951.
- Also note the statement on the reverse of the form which emphasizes to the recipient the importance of reporting change in need and financial circumstances. In August the Social Welfare Board approved the printing of this form in order that it could be available for use by September 22.
- A-280 Reference to recurring lump sum income is made to make the section consistent with Chapter 1091, Statutes of 1951 (AB 2067) and Sec. A-1118.
- A-303 This section relating to prompt processing of applications should have been designated as "new".
- A-306 New material added to make section consistent with Chapter 772, (AB 355) providing for delegation of authority by the board of supervisors.
- A-324 Emphasizes verification by use of documents in the possession of the applicant i.e., using the applicant as the primary source of verification.
- A-330 Item D. Makes section consistent with Chapter 84 (AB 353) governing destruction of case records.
- A-360 Encourages completion of reinvestigation in advance of the due date if for some other reason it is necessary to review certain aspects of the recipient's eligibility.
- A-372 Item C. Incorporates investigation in regard to utilization of property in reinvestigation requirements.
- Item G. Provides for recording of the various needs discussed with the recipient.

A-384 Out of state agencies requested to assist in reinvestigation of eligibility are to be requested to report information regarding the recipient's needs.

A-1420 Item A-1. This should have been designated as "new" in that it provides for insertion of the due date of the next reinvestigation on Form AB 215, Notification of Transfer. (Requested by counties.)

Item B-1. Includes a new statement to the effect that a new application in the second county is not a legal requirement in a transfer case (per Attorney General's Opinion NS891).

Item C-2. Specifies that the Notification of Effective Date of Transfer, Form AB 218, shall be sent at least one month in advance of the effective date of transfer.

A complete index to the Old Age Security Manual of Policies and Procedures, including an index to the forms (which usually follow the first section in which they are mentioned), will be forwarded at the time these chapters are issued. Upon issuance of these chapters all of the following chapters of the integrated Manual of Policies and Procedures will become obsolete in so far as they relate to Old Age Security.

Purpose and General Provisions

Age
Citizenship
Residence
Real Property
Personal Property
Income

Institutional Inmates
Relatives
Applications
Investigation and Decision
Fair Hearings
Continuing Services
State Case Numbers

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GENERAL PROVISIONS

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The people of California, through elected representatives in the State Legislature have stated the purpose of the Welfare and Institutions Code:

" to provide for protection, care, and assistance to the people of the State in need thereof, and to promote the welfare and happiness of all of the people of the State by providing public assistance to all of its needy and distressed. It is the legislative intent that assistance shall be administered promptly and humanely, with due regard for the preservation of family life, and without discrimination on account of race, religion, or political affiliation; and that assistance shall be so administered as to encourage self-respect, self-reliance, and the desire to be a good citizen, useful to society." (W&IC 19)

101-05
recorded

A-105 PERSONS ELIGIBLE TO AID

A-105

The Legislature has specified that every person who meets the requirements of the OAS Law, if in need, shall be entitled to aid in old age from the state.

101-05
recorded

The OAS Law contemplates a cooperative program of Federal, State and County aid to provide assistance to aged persons who are without adequate resources for their own care. (W&IC 2001)

A-110 ELIGIBILITY REQUIREMENTS

A-110

Detailed analysis of eligibility requirements is given in the appropriate chapters of this Manual. In general, assistance is available to persons who do not have resources in sufficient amount to meet their needs and who:

101-00
recorded

1. Have attained the age of 65 years.
2. Are citizens of the United States.
3. Have resided in the State for five years out of the last nine, the last year of which immediately preceded the date of application.
4. Do not possess personal property the value of which, less all encumbrances of record, exceeds \$1200. A person and his spouse who are both applying for, or are recipients of, Old Age Security shall not possess personal property the value of which, less all encumbrances of record, exceeds \$2000.
5. Do not own real property the assessed value of which, less all encumbrances of record, exceeds \$3500. Real property not used as a home by the applicant or recipient, even though it falls within the \$3500 assessed value limitation, shall be utilized to meet his current needs.

(Section Continued on Next Page)

6. Have not transferred property in order to qualify for aid, or for a larger amount of aid.

7. ~~8~~. Are not inmates of public institutions.

8. ~~7~~. Are not receiving adequate support from responsible relatives.

The maximum assistance payment may not exceed \$75 per month.

(W&IC, 2160, 2163, 2164)

A-115 FAIR ADMINISTRATION

A-115

Specific provision is made that the OAS Law

". . . , shall be liberally construed," and ". . . shall be administered fairly to the end that all persons who are eligible and apply for such public assistance shall receive the assistance to which they are entitled promptly, with due consideration for the needs of the applicants and the safeguarding of public funds." (W&IC 2003)

A-120 NO PAUPER DESIGNATION

A-120

No person for whom aid is granted under the OAS Law shall be deemed a pauper because of the receipt of such aid. (See Sec. A-1542, Identification on Warrants.) (W&IC 2009)

A-130 AID TO BE GIVEN IN OWN HOME

A-130

The State and counties in their administration of OAS are mandated by the Legislature to

"follow the policy of giving the aid . . . to every applicant in his own or in some other suitable home of his own choosing, in preference to placing him in an institution." (W&IC 2005)

A-135 AID INALIENABLE

A-135

All aid given under the OAS Law shall be absolutely inalienable by any assignment, sale, attachment, execution, or otherwise, and in the case of bankruptcy the aid shall not pass through any trustee or other person acting on behalf of creditors.

Recipients of OAS have absolute right to their full grant of aid. Legal compulsion shall not be used to divert the aid. (W&IC 2006, AGO NS 1382)

A-140 EXPENDITURE OF AID

A-140

No provision of the OAS Law requires or purports to require that income received by any person, whether a recipient of aid, or one who has been a recipient of aid, shall be expended by that person either for particular purposes or in particular amounts. (W&IC 2140, AGO NS 2879)

A-145 REMUNERATION PROHIBITED

A-145

"Any person who accepts compensation or other remuneration or a gift, for making application for aid . . . on behalf of an aged person, for assisting an aged person to apply for such aid, or for

(Section Continued on Next Page)

New 101-05
per AB 1586
reworded

102-20
reworded

102-00
reworded

102-40
reworded

102-30

Added per W&IC
Sec. 2008.5

assisting an aged person to obtain a greater amount of aid than he has been granted, is guilty of a misdemeanor.

"This . . . does not prohibit an active member of the State Bar from accepting a fee for representing an aged person in a hearing before the county board of supervisors, in an appeal to the State Social Welfare Board, or in any court action." (W&IC 2008.5)

A-150 INQUIRY AS TO POLITICAL OR RELIGIOUS AFFILIATIONS
PROHIBITED

A-150

"No question, inquiry, or recommendation . . . shall relate to to the political or religious opinions or affiliations of any person, and no grant or denial of aid . . . shall be in any manner affected or influenced by such opinions or affiliations." (W&IC 2010)

A-160 CUSTODY OF RECIPIENT

A-160

No person receiving OAS

". . . shall be considered in the custody of the State of California, or any subdivision thereof, by reason of such aid, or subject to control in his manner of living, by State or county officials or employees of the county in which he shall reside; save when adjudged incompetent to care for himself by proper tribunal or when admitted to a State or county hospital for medical attention, in which case he shall be subject to the rules of the institution in the same degree as other patients . . ." (W&IC 2193)

A-165 VIOLATION OF OAS LAW

A-165

Any person who knowingly violates any provision of the OAS Law for which no penalty is specifically provided is guilty of a misdemeanor. (W&IC 2008)

A-170 CONFIDENTIAL NATURE OF RECORDS

A-170

A. Principles of Confidentiality

It is the right of a person to feel that when his problem is presented to another person, the information so shared will be held in strictest confidence. In social work, the confidential relationship between the worker and the client is inviolate.

In professional relationships, the confidential nature of records is a fundamental principle. It is based on the respect and dignity to which every individual is entitled. Many individuals reveal information under the stress of need which they would not otherwise disclose. It may be detrimental to their interest or to the public interest to have such information disclosed.

B. Statutory Requirements

In California, the law requires that:

"Except as otherwise provided in this section, all applications and records concerning any individual made or kept by any public officer or agency in connection with the administration of any

(Section Continued on Next Page)

Added per W&IC
Sec. 2010

102-15
reworded

102-90

102-70
reworded

provision of this code relating to any form of public assistance for which grants in aid are received by this State from the United States Government shall be confidential, and shall not be open to examination for any purpose not directly connected with the administration of such provision of this code.

"Except as otherwise provided in this section, no person shall publish or disclose or permit or cause to be published or disclosed any list of persons receiving any such public assistance. Except for purposes directly connected with the administration of such public assistance, no person shall publish, disclose, or use or permit or cause to be published, disclosed, or used any confidential information pertaining to an applicant or recipient. Any violation of this section is a misdemeanor.

"The State Department of Social Welfare may make rules and regulations governing the custody, use and preservation of all records, papers, files and communications pertaining to the administration of the public assistance laws. The rules and regulations shall be binding on all departments, officials and employees of the State, or of any political subdivision of the State and may provide for giving information to or exchanging information with public agencies or private social welfare or health agencies for their use in relation to cases in which such agencies, as a part of their usual duties, are making social investigations for the purpose of rendering social services, and for making case records available for research purposes provided that such research will not result in the disclosure of the identity of applicants for public assistance.

"Any person, including every public officer and employee, who knowingly secures, or possesses, other than in the course of official duty, an official list or a list compiled from official sources, published or disclosed in violation of this section, of persons who have applied for or who have been granted any form of public assistance for which state assistance is made available to the counties of the State, including but not limited to aid to the aged, aid to needy children, aid to needy blind and aid to partially self-supporting blind residents, is guilty of a misdemeanor." (W&IC 118)

C. Purpose of Confidentiality

The objectives of the principles of the confidential nature of records are to:

1. Develop a relationship of confidence between the applicant or recipient and the agency.
2. Develop a relationship of confidence between the public and the agency.
3. Protect the rights of applicants or recipients against identification, exploitation, embarrassment, and possible prosecution or judgment, except when such action is taken in accordance with due process of law or when the enforcement of public welfare law is concerned.

D. Nature of Information Considered Confidential

Applications and county records shall be confidential and shall not be open to examination for any purpose not directly connected with the administration of the program. This includes names, addresses, and information concerning the condition or circumstances of any persons from whom, or about whom, information is obtained, whether or not such information is recorded.

General information, not identifiable with any particular individuals, such as total expenditures made, number of recipients, and other statistical information and social data contained in general studies, reports, or surveys of program problems would not fall within the scope of confidential material to be safeguarded.

E. Release of Information Upon Applicant's or Recipient's Request

Information shall be released upon the request of the applicant or recipient, or the designated agent of such person, except if the information requested was given confidentially by another person or pertains to another person not included in the application or aid payment. Under such circumstances that person's consent to the release of information shall also be secured.

Any person requesting information as the authorized representative of the applicant, recipient or of the appellant in an appeal shall have written authorization from such person for release of information from the record. The period of time for which an authorization is effective is dependent upon its wording. An authorization to release information pertaining to "application and/or assistance and/or appeal" is effective until revoked, while an authorization pertaining to "my appeal" refers only to the appeal and automatically expires at the time of disposition of the appeal. The information to be released also depends upon the content of the authorization.

An authorization may be made for release of information to an individual, corporation, or association. The county shall honor such an authorization provided the person presenting it is identified, to the satisfaction of the county, as being the individual or a bona fide representative of the corporation or association.

If the applicant, recipient, or appellant is present with another person, written permission authorizing release of information to that person is not necessary.

F. Nature of Information Which May be Released to Certain Agencies

Information may also be released under the following conditions:

1. If it is requested by a public or private social welfare or health agency which:
 - a. As a part of its usual duties, makes social investigations for the purpose of rendering social service.

b. Maintains adequate standards for the protection of confidential information.

c. Will use the information only for purposes reasonably related to the purposes of the program and the functions of the inquiring agency.

2. If it is requested for research purposes, provided that such research will not result in the disclosure of the identity of the applicant, recipient or appellant.

3. If it is requested by a selective service board, provided there is assurance of reasonable precaution to protect the confidential nature of records by that board.

G. Subpoena or Court Order for Release of Information

The county welfare department may receive a subpoena or other order from a court requiring that records be produced. Unless it is readily apparent that the court order was issued for a purpose directly connected with the administration of the program, counties other than Los Angeles, Sacramento, or San Francisco shall immediately upon receipt of such order, notify the district attorney or county counsel, with the request that this officer take appropriate action to safeguard the confidential nature of the record. Los Angeles, Sacramento, and San Francisco counties shall either telephone the local office of the SDSW which will arrange that the attorney general's office take action, or notify their district attorney or county counsel. (W&IC 115, 118)

H. Inspection of Records by Applicant or Recipient

In case of dispute regarding OAS the application (Form Ag 200) and supporting documents pertaining to his case on file in the SDSW or in the county or elsewhere shall be open to inspection at any time during business hours by the applicant or recipient or by his attorney or agent upon proof of his designation as such attorney or agent. (W&IC 2014)

"Dispute" refers to any situation in which the applicant or recipient or his designated representative is in disagreement as to the grant of aid, as to reasons for denial of aid, as to the dates on the application or other documents, or any other facts relating to the application, grant or denial of aid.

"Supporting documents" refers to documents necessary to determine the grant or denial of such grant, and include the following:

1. Application (Form Ag 200) and Recipient's Affirmation of Eligibility (Form Ag 206).
2. Verification of age, residence, citizenship.
3. Verification of ownership of real or personal property, cash, etc.
4. Verification of income.

(Section Continued on Next Page)

5. Documents reporting the action of the county in granting or denying an application, or reporting increase, decrease or discontinuance of the aid payment or restoration thereof.

(W&IC 2014)

A-180 DESTRUCTION OF CASE RECORDS

A-180

"The board of supervisors in each county may, in its discretion, authorize the destruction or disposition of the case history, or any part thereof, of any recipient of aid to the aged who has not received such aid from such county for in excess of five years prior thereto." (W&IC 2190)

New per AB 353
(W&IC sec.
2190 rev.)

A-185 LAWS AND REGULATIONS AVAILABLE TO THE PUBLIC

A-185

The OAS Law, and all regulations of the SDSW relating to OAS shall be available for inspection by the general public in every county welfare department office (including district offices) and in such additional offices as the county may designate.

This file marked "For Public Use" shall contain the following material:

1. Copy of the OAS Law.
2. Copy of Division 1, of the W&IC Administration of Welfare and Institutions, Chapter 1, SDSW.
3. Manual of Policies and Procedures - OAS
4. Department Bulletins not superseded by rulings appearing in the Manual of Policies and Procedures - OAS

It is the responsibility of the county to keep the "For Public Use" file up to date. Inspection by the general public shall be made on the premises. (W&IC 2015, 2140)

A-190 OATHS

A-190

The director, or person by whatever title designated, who acts as a director of a county agency carrying out the provisions of the OAS Law, may authorize his representative or representatives to take such affidavits and administer such oaths as are required under the OAS program. (W&IC 7.5)

A-195 SALE OF MANUALS

A-195

Copies of the Manual of Policies and Procedures -- OAS, may be purchased from the State Department of Social Welfare, 616 K Street, Sacramento, California, for \$1.00 plus state sales tax. The price of one year's subscription to revisions (which includes Department Bulletins) is ~~sixty~~ ^{seventy} cents. Both prices are payable in advance. If a certified or cashier's check or money order is used for payment, it shall be made payable to the State Department of Social Welfare. (W&IC 114.5, 2140)

A-198 DELEGATION OF AUTHORITY BY BOARD OF SUPERVISORS

The authority of a county board of supervisors to grant, deny, terminate, increase or decrease OAS may be exercised by an agent when duly authorized by resolution of such board. (W&IC 7.1)

102-75

102-95

102-77 revised

New-per AB 355
ch. 772

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201-00
A request for information is one which is unrelated to a specific request for aid. It is made without the individual indicating that he is in need. He may only desire to obtain information relative to the assistance programs or points of agency policy. Such requests will usually be made by callers seeking information who are either (1) clearly not presumptive applicants, i.e., the general public, or (2) not willing to identify themselves. A request for information may, in the course of an interview, develop into a request for aid.

201-00
A request for aid is made when the individual indicates that he is in need and asks for financial assistance. If he lacks sufficient information to be specific about the assistance program for which he might qualify, the county shall provide the necessary information.

201-00
201-00 Reworded
A request for aid is considered an application when the application Form Ag 200 or Ag 200-B has been completed and signed by the applicant, his authorized representative or legal guardian, and acknowledged and filed with the county.

201-00
201-00 Reworded
A request for restoration is a request for OAS by a former recipient whose OAS grant was discontinued by the same county within twelve months prior to the date of the request. (See Sec. A-280, Restoration of Aid and Sec. A-284, Reapplication or Restoration Following Discontinuance Due to Employment.)

210-00
201-00 Reworded
A reapplication is a request for OAS received by the county from or on behalf of a person (a) whose former application to the same county was denied or voluntarily withdrawn, or (b) whose aid has been discontinued for a period of more than 12 months. An application form (Form AG 200) is required for each reapplication except as provided in Sec. A-232, When Application to be Taken. (W&IC 2140)

A-208 COUNTY CARD FILES AND CONTROLS

A-208

201-00
A written record of all requests for aid and restoration of aid shall be kept, whether made orally (in person or by telephone) or in writing, even though an application form is not signed.

201-00 and 202-10
Combined and Reworded
The record of requests for aid shall be maintained in a permanent card file so as to be readily available for review. The following information shall be shown:

1. Aid program
2. Name and Address of the applicant
3. Date of request
4. Nature of request
5. Disposition of request
6. If no application is signed, the reason the applicant did not continue with the application.

(Section Continued on Next Page)

The application process begins when the individual indicates that he is in need and requests financial assistance. It is completed when the county takes action either granting or denying aid. (Exception: County action to dispose of the application is not required if the applicant withdraws his application or if the application is cancelled upon the death of the applicant. See Sec. A-272, Disposal of Applications.)

The application interview in which the applicant and county worker begin the joint exploration of eligibility is an especially important one because the impressions received by the applicant are carried over to future county relationships. The person may not know the kind of assistance he desires or the exact nature of the aid which he requests. Applicants may come to the county with definite preconceptions about the particular type of aid they seek. They may find it difficult to accept the idea that they must be "in need" and that this need must be established. The interview will provide the joint opportunity for an interpretation of the objectives and limitations of the program and a discussion of the applicant's part in the determination of eligibility. The applicant should be informed of his responsibility for notifying the county immediately of any change of address, or change in financial condition, including change in income or need or in real or personal property holdings.

The confidential nature of county records regarding applicants for, or recipients of, OAS should likewise be explained in the application interview. Many individuals reveal information under the stress of dire need which they would not otherwise disclose. It may be inimical to their interest or to the public interest to have such information disclosed. Protection is provided through legal enactment and by rulings governing the confidentiality of information about an applicant or recipient.

If ineligibility is definitely established, the OAS application is denied at that point. If an applicant is ineligible for OAS, but appears to be eligible for assistance or service under some other program, either public or private, appropriate referral should be made.

The relationship with the public assistance worker of the county welfare department is often the only direct, continuing contact which the applicant or recipient has with his government. He receives an impression of the agency every time he contacts the office and every time a worker talks to him or writes to him. Thus, his attitude toward the agency and his government is often influenced by his experiences with the county welfare department. This department is the channel in which the effort of county, state and federal governments converge in programs designed to meet his needs. The application process may thus become the first step in the establishment of a good working relationship with the applicant. (W&IC 2140)

A-216 RIGHT TO MAKE APPLICATION

A-216

Any person who believes himself eligible for OAS has the right to apply for such aid and his application shall be received by the county.

A person who has established residence in the county of application, but who has not completed one year of residence there may apply for OAS and his application shall be accepted by such county. (See Sec. A-505, Definition of Residence and Sec. A-550, Non County Residence.)

A person living in a county other than his county of residence may apply in the county in which he is actually living. This county shall accept the application for the county of residence and shall, without delay, submit the signed application to the county of residence. The county in which the applicant is living obtains all available information and submits it to the county of residence, which county has responsibility for completing the investigation. If the applicant is found to be eligible, the county of residence shall grant the application and pay aid. Persons who are obviously ineligible shall be permitted to sign an application if they wish to do so. Such applications shall be received and acted upon by the county.

One who believes that he meets the eligibility requirements of more than one category of aid (if he is over 65 and is also blind) has the right to choose the type of aid for which he will apply. In some cases it may be desirable for him to sign applications for both OAS and ANB in order to avoid additional delay if he should be found ineligible for the program of his choice. (W&IC 2140)

A-220 RIGHT TO MAKE REAPPLICATION

A-220

A former recipient whose OAS was discontinued may request aid at any time. If aid was discontinued by the same county more than 12 months prior to the request, he has a right to sign a new application. The new application is considered a re-application. (If the effective date of the discontinuance was within 12 months prior to the request, see Sec. A-224, Right to Request Restoration.)

An applicant whose application for OAS has been denied by the county may not again apply for such aid until the expiration of one year from the date of the previous application except with the consent of the county, or on order of the SDSW, or until the condition which caused his application to be denied has been eliminated. The county shall accept such reapplication when a change in the applicant's circumstances may have rendered him eligible or on the presentation of new evidence regarding eligibility. (W&IC 2140, 2182)

A-224 RIGHT TO REQUEST RESTORATION

A-224

A former recipient whose OAS grant has been discontinued for less than 12 months may request restoration of aid at any time he believes himself to be eligible without the necessity of signing a new application. (See Sec. A-232, When Application Is to Be Taken - item 3.)

(W&IC 2140)

If a request for aid is made but the application is not signed, the information secured during the interview shall be recorded in a manner which will be helpful in the event of a later application or a complaint.

Such other card files and controls as may be necessary shall be maintained in connection with:

1. Pending applications and reapplications.
2. Cases in which an application has been signed but aid has been denied or discontinued, or in which the application has been cancelled or withdrawn.
3. Active cases currently receiving aid.
4. Annual reinvestigations of eligibility.
5. Transfers of cases to another county or from another county.
6. Completion of required period of county residence on non-county cases.

(W&IC 2140)

A-212 ASSIGNMENT OF STATE NUMBERS

A-212

The county shall assign a state number to each OAS application at the time it is taken.

1. Cases never before on OAS in county

List names in alphabetical order and assign numbers in sequence beginning with the number following the last number assigned.

2. Cases previously on OAS in county

Reassign the former state number.

Exception: Spouses who formerly received OAS under one number in the county.

- a. If both spouses return to OAS, reassign the former number to the husband and assign a new number to the wife.
- b. If one spouse returns to OAS, assign a new number unless the other spouse is deceased; in the latter instance reassign the former number.

Whenever the term "State Number" is used, it refers to the combination of county prefix, numerical designation, and categorical suffix; e.g., Ala 10101 Ag.

The OAS number series shall be independent of the ANB-APSB series.
(W&IC 2140)

A. Applicant

The applicant, when physically able, shall apply in person to the county. When he is physically unable to apply in person he may make known to the county his desire to make application and the county shall, as soon as possible, call in the home and secure the signed application.

The applicant shall sign the prescribed application form even though someone has been appointed as guardian of his person, or of his estate. If he has a guardian of both his person and estate, the application is signed only by the guardian. It is the responsibility of the applicant and/or the guardian to give the county necessary information to enable the county to proceed with the investigation of eligibility.

B. Authorized Representative

If the applicant is physically unable to apply in person he may have his authorized representative make application for him. Such authorized representative shall present written evidence that he is the authorized representative. He shall complete the Application by Authorized Representative of the Applicant (Form Ag 200-B) in triplicate. One copy shall be given to the representative as evidence that the application was made. The authorized representative shall not sign the application (Form Ag 200) unless he is the guardian of the person and/or of the estate.

The date on which the Application by Authorized Representative of Applicant (Form Ag 200-B) is signed by the authorized representative shall be considered the date on which the application is filed.

After receipt of an application filed by an authorized representative, the county shall call in the home of the applicant and secure the completed and signed application (Form Ag 200). An exact copy of the completed Forms Ag 200 and Ag 200-B shall be given to the applicant. (W&IC 2140, 2180, 2183, Prob C 1405, AGO NS5999)

(Section Continued on Next Page.)

201-10
Recorded

201-12
Recorded

County _____

Name of Applicant

Application by Authorized Representative of Applicant

OLD AGE SECURITY

I, _____, residing at _____
Name of authorized representative Street number
_____, California, acting as the authorized representative
City
of _____, residing at _____
Name of applicant Street number
_____, California, do hereby certify that the
City
above-named applicant for Old Age Security is physically unable to make application in
person at the welfare department office and I do hereby make application for Old Age
Security for him.

Signature of Authorized Representative

Subscribed and sworn to before me this _____ day of _____, 19____

Title

Signature of person qualified to acknowledge an affidavit

C. Guardian

Guardians are appointed for persons adjudged unable to manage and care for themselves or their property without assistance. Only a person who has been granted letters of guardianship by a court of competent jurisdiction may act as guardian.

One who is guardian of the person only may not act for his ward in financial matters. Therefore, the signature of the ward and that of the guardian of the person are required on the Application (Form Ag 200), and all other documents relating both to the person and to the financial affairs of the ward. The signature of the guardian of the person is the only signature required on affidavits or other documents pertaining to the person or whereabouts of the ward such as age, citizenship, residence, etc. Guardianship of the person does not affect the payment of aid, and warrants shall be made payable to the recipient whose signature remains valid on all financial documents.

One who is guardian of the estate only has no responsibility for the person or whereabouts of his ward. His signature and that of the ward are required on Forms Ag 200, and all other documents relating both to the person and to the financial affairs of the ward. The signature of the guardian of the estate is the only signature required on documents pertaining solely to the finances and property of the ward such as authorization for financial investigation, property conveyances, financial contracts, warrants, etc. (See Sec. A-1344, Endorsement of Warrants.)

A guardian of both the person and estate has entire responsibility for the person of the ward and his financial affairs. Only his signature is valid on any and all documents relating to the ward or his financial affairs. *Warrants shall be made payable to him and be delivered to him.*

When there is a guardian of the person or of the estate, or of both the person and the estate, Summary of Letters of Guardianship (Form DPA 5) shall be on file in the county case record. (W&IC 2140, Prob C 1460, ET.Seq.)

Warrants shall be made payable to the guardian of the estate and delivered to him.

CASE NAME.....

COUNTY No.

SUMMARY OF LETTERS OF GUARDIANSHIP

County Name	State Number	Category

THIS IS TO CERTIFY That letters of guardianship were reviewed and contain the following information:

1. On letters of guardianship were issued
Date
2. To who was appointed
Name of guardian
3. Guardian of the
Person and/or estate
4. Of
Name of ward
5. By
Name of Court

Evidence is in the possession of

Is the guardian a public official? If so
Yes or No County or State

Give title of position

and Department

and any special instructions of the court appearing in the order appointing the guardian

.....
.....
.....

[[SIGNED]]
Signature of worker reviewing evidence

Date

request should be initiated as soon as identifying data has been obtained from the applicant. Whether clearance request is initiated for all cases, or on a selective basis, is a matter for local decision. (W&IC 2140)

A-244 THE APPLICATION FORM

A-244

The application form is the applicant's sworn statement that he believes himself eligible for OAS.

The application form (Form Ag 200) may be filled out in longhand by the applicant or the county may insert the information as given by the applicant. In this latter instance, the form shall be read by or to the applicant before his signature under oath is affixed. The form may be filled out in duplicate, or one copy only may be made and an additional copy certified as a true copy of the original. One copy of the application shall be given to the applicant at the time the form is signed.

Each statement on the application shall be completed. The words "no," "none" or "unknown" shall be used, when that is the correct answer.

The county and state numbers assigned to the application shall be inserted. (See Sec. A-212, Assignment of State Numbers.)

The full name of the applicant should be given at the top of the form. When a person has an alias, his true name should be given at the top of the form, and this shall be followed by all of his aliases. The notarized signature at the bottom of the form shall be the usual signature of the applicant. It may be either the true name or the alias. A woman should use her own given name, not her husband's given name. Initials should be used at the top of the form only when they are, in fact, the only name of the applicant. The address of the applicant should be the complete mailing address, including zone number, if any.

The applicant's statement of his exact birthdate shall be entered unless he does not know his exact birthdate. Accurate recording of the applicant's statement is particularly important if the applicant became 65 years old during the current year. (See Sec. A-403, Verification of Age - General.)

The birthplace shall include city and/or county and state and/or country.

The name of the county and the date when the applicant believes he established residence in the county shall be entered.

The full name and address of the spouse shall be shown. If the spouse is or was receiving aid in this or another county, enter the state number, if known. If the spouse is deceased or divorced, this fact shall be noted.

The number of living children as known to the applicant shall be stated. When the children's whereabouts are unknown, they shall be considered as living.

(Section Continued on Next Page.)

An application (Form Ag 200) shall be signed by the applicant and acknowledged by a properly qualified official on all requests for aid at the time the applicant first makes known his need (unless this was reported by telephone or letter). (See Sec. A-228, Person Making Application) The only exceptions to the requirement that an application be signed when request is made are as follows:

1. If the applicant recognizes that he is ineligible and states that he does not wish to continue with the application.
2. If an application was erroneously denied and upon reconsideration corrective action is taken within one year of the erroneous action (aid is granted on the same application which was previously denied).

An application is erroneously denied if the county had information that the person was eligible, but the application was denied because this information was misinterpreted or overlooked, or if the application was denied before all reasonable sources of information as to eligibility have been exhausted. (See Sec. A-1302, Beginning Date of Aid - New Applications, item 4, and Sec. A-1316, Retroactive Aid Payments, item 9-a.)

3. If OAS was discontinued by the same county within the past 12 months, aid is restored. Exception: If restoration is requested so long after the discontinuance that the 12 month period will expire before the restoration can be authorized, the former recipient should sign a re-application (Form Ag 200). (See Sec. A-204, Definitions and Sec. A-1390, Instructions for Recording on Notice of Change, Section I.)

4. If aid is granted on appeal to the SDSW. (W&IC 2140)

A-236 PLACE OF MAKING APPLICATION

A-236

The application may be signed in the county office, in the applicant's home, in another place satisfactory to both, or in an institution. (See Sec. A-220, Right to Make Application.) (W&IC 2140)

A-240 SOCIAL SERVICE EXCHANGE CLEARANCE

A-240

Clearance through a confidential index or social service exchange enables the county to determine the social agencies to which the applicant may have been known or is known. Case records of such social agencies may contain information pertinent to the applicant's eligibility for OAS covering points such as age, residence, property, income, employment history, health, missing relatives, resources, etc. One agency's records may indicate other social agencies or organizations which have information concerning the applicant.

If a social service exchange is maintained in the county, and there is reason to believe that clearance would be advantageous, the clearance

(Section Continued on Next Page.)

201-20 and 201-25
Combined and Reworded

New

201-05
Reworded

230-40
Reworded

New

When the person administering the oath is a witness to the mark (including a thumb print), his signature must appear twice, once as a witness to the mark (including a thumb print) and again in the certificate of acknowledgment.

Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from an agency or department of the U.S. Government, State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath. (W&IC 2140, 2160, 2180, Pol C 4295)

John I. Jones

Signature of Affiant

Witness to Mark

Witness to Mark

When the affiant is a witness to the mark, he shall sign his name on the back of the body of the affidavit and on the back of the certificate of acknowledgment. The original copy of the affidavit and the original copy of the certificate of acknowledgment shall be filed in the office of the clerk of the court in which the affidavit was taken. The original copy of the affidavit and the original copy of the certificate of acknowledgment shall be retained by the clerk of the court in which the affidavit was taken.

An affidavit and a certificate of acknowledgment shall be returned to the affiant in this manner. A certificate of acknowledgment shall be returned to the affiant in this manner. The original copy of the affidavit and the original copy of the certificate of acknowledgment shall be filed in the office of the clerk of the court in which the affidavit was taken. The original copy of the affidavit and the original copy of the certificate of acknowledgment shall be retained by the clerk of the court in which the affidavit was taken.

The above provisions regarding the form of affidavits and certificates of acknowledgment shall apply to all affidavits and certificates of acknowledgment taken on or after the date of the enactment of this act.

The affidavit and the certificate of acknowledgment shall be returned to the affiant in this manner. A certificate of acknowledgment shall be returned to the affiant in this manner. The original copy of the affidavit and the original copy of the certificate of acknowledgment shall be filed in the office of the clerk of the court in which the affidavit was taken. The original copy of the affidavit and the original copy of the certificate of acknowledgment shall be retained by the clerk of the court in which the affidavit was taken.

When a guardian makes application, the full name of the applicant shall be used at the top of the form. At the bottom of the form, the guardian shall sign his own name as legally appointed guardian of the applicant; e.g., John Doe, legally appointed guardian of Richard Roe. The signature of both the guardian and the applicant are required unless the guardian is guardian of the person and the estate, in which case only the guardian signs.

When the applicant or guardian is unable to sign his name, a mark (including a thumb print) may be used. When a mark (including a thumb print) which serves as a signature to a sworn statement is used, two persons are required as witnesses. The form for such a signature is as follows:

his
John X Jones
mark

Signature or Mark of Applicant

Witness to Mark

Witness to Mark

When the applicant is handicapped to the extent that he is unable to sign his name or to make his mark, it is acceptable for a witness to touch the pen to the body of the applicant prior to making the mark for him. Thus, by making the ritual a physical act rather than actually having the applicant himself make the mark, the objective of maintaining the comfort and the dignity of the individual can be approached. In this instance, the mark itself is made by one of the two witnesses.

An applicant who usually affixes his signature by printing may sign his name in this manner. A typewritten name or a rubber stamp imprint does not constitute a signature. The original copy of the application (Form Ag 200) must bear the original signature of the applicant. Carbon copy signatures may be used on other copies of the application form.

The above comments regarding form of signature, etc., apply to all forms which the applicant and/or his guardian and/or spouse may be required to sign.

The applicant's signature on the application shall be acknowledged under oath or affirmation before someone who is authorized to take such acknowledgement. Among the persons authorized to take such acknowledgments is the county welfare director, and he may authorize other members of the staff to acknowledge signatures as required under the OAS program. The date of such acknowledgment is the date of application.

(Section Continued on Next Page.)

Application for Old Age Security

STATE OF CALIFORNIA

STATE No. _____

COUNTY OF _____

COUNTY No. _____

To the HONORABLE BOARD OF SUPERVISORS:

Former State No. if a transfer or reapplication _____

I, _____, residing at _____

PRINT OR TYPE NAME IN FULL

Street number or R. F. D. _____

City _____, County of _____, California,
herewith apply for Old Age Security under provision of Chapter 1, Division 3, Welfare and Institutions Code.

I believe I am eligible for Old Age Security, to wit:

1. I have attained the age of 65 years, or will be 65 years of age within 60 days from this date.

Birth date _____

2. I am a citizen of the United States. Birthplace _____

3. I have resided in the State of California for at least one year immediately preceding the date of this application, and for at least 5 years within the 9 years immediately preceding this application.

4. I have resided in the County of _____ since _____, 19_____.

5. I have not made any assignment of property in order to qualify for Old Age Security.

6. a. I do not own real property with an assessed value less all encumbrances thereon of record, in excess of three thousand five hundred dollars (\$3,500.00).

- b. The combined real property of my spouse and myself does not have an assessed value less all encumbrances thereon of record, in excess of three thousand five hundred dollars (\$3,500.00).

7. I do not have personal property the value of which, less all encumbrances thereon of record, is in excess of twelve hundred dollars (\$1,200.00).

8. I am in need.

9. My spouse's name is _____

Address _____

10. I have _____ living children.

11. I agree to assist, to the best of my ability, in disclosing my financial condition and that of my spouse and to give all information necessary to establish eligibility for aid under this chapter.

STATE OF CALIFORNIA

ss.

COUNTY OF _____

I solemnly swear or affirm that the statements made herein are true and correct to the best of my knowledge and belief and that I will notify the county authorities promptly of any change in my condition or financial affairs.

SIGNATURE OR MARK OF APPLICANT

NOTE—When the applicant cannot sign his name, the signatures of two witnesses to his mark must appear.

WITNESS TO MARK

WITNESS TO MARK

Subscribed and sworn to before me this _____ day of _____, 19_____.

Name _____ Title _____

SIGNATURE OF PERSON QUALIFIED TO ACKNOWLEDGE AN AFFIDAVIT

County submit one copy after action by County Board of Supervisors to State Department of Social Welfare, accompanied by Form Ag 201. Also submit Form Ag 251 if the case number ends in 22-44-66-88.

If you are not satisfied with any decision in connection with your application, or if you wish to protest del- application, you may request a hearing before the Board of Supervisors; or you may appeal directly to the State Welfare, 616 K Street, Sacramento.

230-85
Reworded

3. The county of residence is responsible for the usual investigation of eligibility and for granting or denying aid. The SDMH may be asked to obtain information from the applicant or to make collateral calls in the county in which the institution is located.
 4. The SDMH will assume full responsibility for the release and the welfare of the patient on leave; will select the home in which the patient on leave is placed; will transfer him to the home; and will give personal supervision in the home.
 5. Just prior to action on the application, the county of residence shall obtain verification from the hospital that a plan has been completed for the applicant to leave the institution as soon as aid is granted.
 6. Immediately after action on the application, the state hospital from which the applicant is to be given a leave of absence shall be notified. If aid is granted, the notification shall be accompanied by two copies of Form Ag 235, Certification From State Department of Mental Hygiene of Applicant's Release from State Hospital, to be completed by the SDMH.
 7. Upon release of the patient on leave from the hospital, one copy of the completed Form Ag 235 shall be returned to the county of residence.
 8. On receipt of Form Ag 235 giving the date on which the applicant was released from the state hospital, the applicant's warrant is mailed to him if he has no guardian, or to the guardian, if a guardian of the estate, or of the person and estate has been appointed. The copy of the completed Form Ag 235 shall be filed in the county case record.
- B. When the applicant is on leave of absence and is living in the county in which he had residence at the time of commitment (See Sec. A-535, Residence of Incompetents.), application shall be made to the local county welfare department. (See Sec. A-228, Person Making Application.) The application shall be processed as any other application. The SDMH does not participate in completion of the application or the determination of eligibility.
- C. When an applicant is on leave of absence and is living in a county other than that in which he had residence at the time of commitment, the county in which he lives shall accept the application on behalf of the responsible county. The county in which application is made shall interview the applicant and give all necessary assistance in the determination of eligibility. This includes forwarding the completed application and other documents which require the applicant's signature, all available proof of eligibility, and a list of the names and addresses of responsible relatives.

The county of residence is responsible for completing the investigation and, if eligible, shall grant aid. Otherwise the application shall be denied.

When a parolee from a state or federal prison lives in the county in which he had residence at the time of commitment to the institution and applies for aid in that county, the application shall be taken and the usual determination of eligibility completed. (See Sec. A-505, Definition of Residence.)

230-98
Revised

When a parolee from a state or federal prison lives in a county other than that in which he had residence at the time of commitment to the institution, the county in which he lives shall accept the application (Form Ag 200) on behalf of the responsible county. The county in which application is made shall interview the applicant and give all necessary assistance in the determination of eligibility. This includes forwarding the completed application and other documents which require the applicant's signature, all available proof of eligibility, and a list of the names and addresses of responsible relatives.

The county of residence is responsible for completing the investigation and, if eligible, shall grant aid. Otherwise the application shall be denied.

(W&IC 2140, AGO NS5624)

A-252 APPLICATIONS OF PERSONS ON LEAVE FROM STATE HOSPITALS

A-252

When persons who are about to be given a leave of absence from state hospitals wish to apply for OAS, the application procedure shall be as outlined below. It shall apply to the applicant for whom a guardian has been appointed and to the applicant who has no guardian.

203-55
Revised

A. When the applicant is in a state hospital awaiting leave the following procedure is applicable:

1. The State Department of Mental Hygiene shall refer the request for aid to the county in which the inmate had residence at the time of commitment. The referral shall be by letter giving a resume of the social data in the institution's records. In addition the letter shall contain the following:

- a. A statement that the applicant is ready for a leave of absence and whether a guardian has been, or is to be, appointed. (When it is determined that guardianship of the estate is necessary, the SDMH will have such a guardian appointed, usually before the application is signed.)

- b. Information as to the home placement which will be available when eligibility for aid is established.

2. The county of residence shall send the application (Form Ag 200) to the SDMH. The SDMH is responsible for securing a signed, properly acknowledged application. When a guardian of the estate has been appointed he shall sign the Form Ag 200 and a copy of the letters of guardianship shall be sent to the county. The application interview is taken by a social worker of the SDMH who transmits the Form Ag 200 and a record of the interview to the county of residence.

(Section Continued on Next Page.)

CERTIFICATION FROM STATE DEPARTMENT OF MENTAL HYGIENE OF
APPLICANT'S RELEASE FROM STATE HOSPITAL

SECTION I

To: _____ County _____
County Welfare Department

Address _____ Name of Applicant _____

State No. _____ County No. _____
Date _____

SECTION II

THIS IS TO CERTIFY, That _____ was released on
Name of Applicant
leave of absence from _____ on _____
Name of State Hospital Date
and will reside at _____
Address

State Department of Mental Hygiene

by _____
Signature of Social Worker

SECTION III

THIS IS TO CERTIFY, That on _____, Warrant No. _____
Date
in the amount of \$ _____, for the month of _____, was delivered.

Signature_____
Title

NOTE:* Section I is to be completed in triplicate by the county granting the application, and forwarded to the State Hospital.

Section II is to be completed by the Social Worker in the State Hospital, and two copies of the form must be returned to the county before the warrant may be released.

Section III is to be completed by the county before sending one copy of the Form 235 as received from the State Hospital to the SDSW.

THE COUNTY SHALL FORWARD ONE COPY TO THE STATE DEPARTMENT OF SOCIAL WELFARE
616 K STREET, SACRAMENTO 14, CALIFORNIA.

*These instructions are superceded by those given in items 6, 7 and 8 in Section A-252, A. Since it is no longer necessary to submit Form AB 235 to the SDSW, the form should be completed in duplicate.

agree upon the date of discontinuance by the first county and the beginning date of aid in the second county. The second county shall assume responsibility for payment of aid on the earliest possible date and claim reimbursement on a non-county basis until one year of residence has been acquired. There shall be no lag or overlapping between the date of discontinuance by the first county and the beginning date of aid in the second county. (W&IC 2140, 2160d)

A-272 DISPOSAL OF APPLICATIONS

A-272

Disposal of the application by granting or denying aid is the final step in the application process (unless the application has been withdrawn and cancelled). The date of that action also represents the date the investigation is completed. (See Sec. A-303, Completion of Investigation.) There shall be the least possible delay between the date an application is granted and the date aid is paid to the eligible applicant.

If the application is granted, the amount of aid and the date on which it is to begin shall be specified. (See Sec. A-1302, Beginning Date of Aid -- New Applications.) If proof of ineligibility has been obtained, or if by diligent investigation all reasonable sources of proof of eligibility have been examined without establishing eligibility, the application shall be denied.

Aid shall be denied if the applicant cannot be located because his whereabouts is unknown, or if he established residence in another state before his eligibility has been determined. Aid shall not be denied because county residence was changed after the application was signed. (See Sec. A-268, Change of County Residence Prior to Granting of Aid.)

If an applicant dies before the investigation is completed, the application is considered as cancelled and requires no further action by the county.

There is no requirement that denial action be taken on an application which has been withdrawn. By his request that the application be withdrawn the applicant himself has, in effect, disposed of his application. Withdrawals occur because the applicant believes himself to be ineligible or for some other reason wishes the investigation discontinued. Any request by the applicant for withdrawal of his application shall be made upon his own initiative and in writing. The reason for the applicant's withdrawal, if known, shall be recorded in the case record.

Notice to Applicant Who Withdraws Application, Form DPA 8, shall be mailed or given to the applicant who withdraws his application, unless the county elects to deny the application. A copy of the notification shall be retained in the case record.

If a withdrawn application is denied by the county, the applicant shall be notified of this action on Form AG 239, Old Age Security -- Notification of Action. (W&IC 2022, 2181, 2182, 2140)

250-00
New Reworded

The applications of persons living in public institutions shall be accepted and eligibility determined as in any other case. (Exception: If the applicant is in a state hospital, see Sec. A-252.) If aid is granted there shall be verification that the applicant ceased to be an inmate after delivery of the first warrant. (See Sec. A-920, Eligibility While in a Public Institution and Sec. A-940, Eligibility While in a state hospital. W&IC 2140, 2160.2.)

A-260 APPLICATIONS OF PERSONS IN PRIVATE INSTITUTIONS

A-260

When an applicant resides in a home or institution maintained by a fraternal, benevolent, or other non-profit organization and located in a county in which he does not have residence, (See Sec. A-545, County Residence While in Private Institution) the county in which the institution is located shall take the application on behalf of the county of residence. (See Sec. A-960, Eligibility While in a Private Institution.)

The county in which the institution is located shall interview the applicant and give all necessary assistance in the determination of eligibility. This includes forwarding the completed application and other documents which require the applicant's signature, all available proof of eligibility, and a list of the names and addresses of responsible relatives.

The county of residence is responsible for completing the investigation and, if eligible, aid shall be granted. Otherwise, the application shall be denied.

(W&IC 2140, 2160.5, AGO NS5624)

A-264 APPLICATIONS OF PERSONS RECEIVING ANB or APSB

A-264

A recipient of ANB or APSB may apply for OAS. Aid shall be granted if eligibility is established and aid under the other program discontinued. There shall be no overlapping of the beginning date of OAS and the discontinuance date of the other aid.

Every possible effort shall be made to avoid any interruption in receipt of aid. In order to avoid undue delay in the transfer of aid from one category to another, aid may be granted from the first day of the month following that month in which the application is granted.

(W&IC 2140)

A-268 CHANGE OF COUNTY RESIDENCE PRIOR TO GRANTING OF AID

A-268

If county residence is changed after ^{County} an application has been signed, but before the ~~board of supervisors~~ has acted thereon, the county in which the application was filed shall be responsible for completing the investigation and granting aid in the amount for which the applicant is eligible. Reimbursement shall be claimed on a non-county basis.

The county granting the application shall make immediate arrangements for transfer of responsibility for payment of aid to the county in which the recipient established residence. The counties involved shall

Restoration of aid is reported on a Notice of Change (Form Ag 232). This shall give in full the reason for restoration.

All points of eligibility on which there may have been any change shall be investigated before aid is restored (except when aid is conditionally restored following discontinuance because of employment). The circumstances in each case will determine which eligibility factors will be reinvestigated, but special attention shall be given to the factor which resulted in the previous discontinuance. (See Sec. A-372, Content of the Annual Reinvestigation.)

361-20
Reworded

Automatic Restoration - Whenever aid is discontinued due to the confinement of a recipient in any public institution, the county may, at the same time, authorize that aid be restored when the person ceases to be an inmate of the institution. If such action was taken when aid was discontinued further authorization is not necessary. In order to provide for automatic restoration, two Forms Ag 232 shall be approved at the time aid is discontinued. On one form discontinuance is authorized effective the last day of the month in which the recipient is admitted to the institution, or in the case of temporary medical or surgical care, the end of the month in which the eligibility period is completed. On the second form restoration is authorized with no date specified. Upon release of the recipient from the institution the second Form Ag 232 is completed showing the date of release. A warrant is then issued for the balance of the month during which the recipient was not an inmate and claim made on the current monthly payroll. (See Sec. A-1304, Beginning Date of Aid - Restorations and Sec. A-1388, Notice of Change.)

215-00
Reworded

When aid is restored, the amount of the grant shall be determined on the basis of the recipient's current needs and income. (See Sec. A-1118, Recurring Lump Sum Income, for circumstances under which a portion of recurring lump sum income previously received shall be considered in determining the amount of income in the month for which aid is restored.)

215-10
New

Under no circumstances may a lesser amount be granted to adjust for past overpayment. Neither may the recipient be required to sign an agreement to repay the county for such aid before aid is restored.

(W&IC 2140, 2160.6, 2183.9)

A-284 REAPPLICATION OR RESTORATION FOLLOWING DISCONTINUANCE
DUE TO EMPLOYMENT

A-284

When a former recipient, whose OAS grant was discontinued because of income from employment, requests restoration of OAS in the same county within twelve months of the date of discontinuance, such request shall be in writing. If the request is made in person, a signed statement giving the date employment terminated and the statement that he is in need shall be obtained. If the request for restoration of aid is made by letter, the postmark shall be considered the date on which the request is signed.

215-05 and 230-90
Combined

(Section Continued on Next Page.)

Immediately following the county's action upon the application, the applicant shall be notified in writing of the disposition of his application.

250-10
Recorded

Old Age Security -- Notification of Action (Form Ag 239) includes the minimum requirements for notification to the applicant and shall be used by the county unless a substitute form which incorporates the information appearing on Form Ag 239 is used, namely:

1. The nature of the county action, i.e., granting of aid (on new applications or restorations) or denial of aid. If granted, the amount of aid shall be shown. If denied, the reason for such action shall be explained in relation to the circumstances of the particular applicant and without use of technical terms or abbreviations which he may not understand.
2. The source of income and amount of deductions shall be listed if aid is granted in less than the maximum amount.
3. The amount of need shall be shown, if the total need of the individual is determined to be in excess of the statutory maximum.
4. The date from which the county action is effective.
5. The date the Form Ag 239 is forwarded to the applicant.
6. A suggestion that the applicant discuss with the county any dissatisfaction regarding the county's action.
7. A statement regarding the right of appeal for a fair hearing, including the address of the SDSW. The applicant shall also be notified of his right to a hearing before the board of supervisors upon application for such hearing within 30 days from the date of notification of the county's action.

If a recipient requests it, he shall be provided with a statement of the particular items of special need allowed, the amount allowed for each item, and the total need. Such statement shall be provided him within 10 days after the request is made. (W&IC 2016, 2140, 2181.1, 2182)

A-280 RESTORATION OF AID

A-280

When restoration is requested from the same county through which aid was formerly received the former recipient's signed statement on a new application form (Form Ag 200) is not required. However, if the former recipient's aid was discontinued because of employment, request for restoration shall be in writing. (See Sec. A-204, Definitions and Sec. A-284, Reapplication or Restoration Following Discontinuance Due to Employment.)

215-00
Recorded and Expanded

(Section Continued on Next Page.)

IMPORTANT NOTICE TO ALL OLD AGE SECURITY RECIPIENTS

All of us in your County Welfare Department want you to receive your Old Age Security grant promptly and in the right amount.

You should notify us immediately if you move to another address. Otherwise, your next Old Age Security check may be late in reaching you because it was mailed to the wrong address.

You should notify us when there is any change in your circumstances. Should you fail to report changes in your circumstances it may mean that you will not receive the full amount of aid to which you are entitled. On the other hand if you fail to report promptly you may receive aid to which you are not entitled under the law. If you do receive aid to which you are not entitled because you failed to report the facts to us we must demand repayment from you.

The following statements may help you to understand the kind of changes in your need or financial circumstances which you must report.

You must notify us if you buy or sell any real property, or if you sell any of your personal property.

You must notify us if you receive an inheritance, or if you receive a sum of money from any other source.

You must notify us if you begin to receive income from earnings, relatives, social security benefits, rent from any property you may own, or income from any other source. You must also notify us if you begin to receive free rent in the place where you live.

Even if you have already notified us that you are receiving income from some source, you must let us know if that income increases. You should also let us know if that income decreases or if it stops.

You should notify us if you have medical or other special needs such as increased rent, increased taxes, increased expense for light, gas or other utilities, expense for repair of your home, extra expense because you have to eat your meals in restaurants, etc. The circumstances may be such that we can make no change in your Old Age Security grant. However, if an increase in your grant should be possible, there is no way that we can increase your grant unless you report your needs to us.

You must notify us if you no longer have expense for any special need which you previously reported. For instance, if you receive some income, and also receive \$75 OAS because you have been under a doctor's care, you must notify us as soon as you no longer have any expense for visits to the doctor, or for medicine prescribed by him.

When there is any change in your need or your financial circumstances notify us immediately by letter, by calling at our office, or by telephone. Our address is given on the front of this sheet. Do not delay until someone from our department calls on you. That may be too late.

Your County Welfare Department

* * * * *

RIGHT OF APPEAL

An applicant or recipient who is dissatisfied with the county's action upon his application, or with the amount of aid granted, may request a hearing before the board of supervisors within 30 days from the date the county notifies him of the action which has been taken. (Welfare and Institutions Code, Section 2181.1)

Without the necessity of appealing to the board of supervisors, an applicant or recipient may appeal directly to the State Department of Social Welfare. Such an appeal may be made if the applicant or recipient is dissatisfied with any action of the county relating to his application for or receipt of aid. He may also appeal if he believes his application was not acted upon with reasonable promptness or if he is dissatisfied because he was refused an opportunity to sign an application.

If an applicant or recipient wishes to appeal to the State Department of Social Welfare, the appeal must be filed within one year from the date of the county action with which the applicant or recipient is dissatisfied. If a hearing before the board of supervisors has been requested, an appeal may not be filed with the State Department of Social Welfare until after the decision of the board of supervisors has been rendered. (Welfare and Institutions Code, Section 104.1)

An applicant or recipient who wishes to file an appeal may do so by writing to the State Department of Social Welfare, 616 K Street, Sacramento, California.

OLD AGE SECURITY -- NOTIFICATION OF ACTION

County _____

State Number _____

County Number _____

Date _____

To:

The following action has been taken on your application for Old Age Security. (See box checked below; disregard unchecked boxes.)

☐

Your application was granted effective _____ in the amount of \$ _____. Your total need was determined to be \$ _____. The items included in your total need and the amount allowed for each item were as follows:

From your total need the following income was deducted:

☐

Your application was denied because

On the basis of your present circumstances, the amount of your Old Age Security payment was changed as stated below: (See box checked below; disregard unchecked boxes.)

☐

Your grant was increased to \$ _____ effective _____. Your total need was determined to be \$ _____. The items included in your total need and the amount allowed for each item were as follows:

From your total need the following income was deducted:

☐

Your grant was decreased to \$ _____ effective _____. Your total need was determined to be \$ _____. The items included in your total need and the amount allowed for each item were as follows:

From your total need the following income was deducted:

☐

Your grant was discontinued effective _____ because

If you do not understand this notice or are dissatisfied with the action which has been taken you should discuss any questions which you have with the county welfare department located at _____.

By _____

An Important Notice to All Old Age Security Recipients is printed on the back of this sheet. Read it carefully. It explains what you must do in order to receive your Old Age Security grant promptly and in the correct amount.

Notice to Applicant Who Withdraws Application

_____ County

To:

Date _____

County No. _____

District _____

In accordance with your request of _____,
Date
that your application be withdrawn, no action has been taken on your application for
_____.

If there should be a change in your circumstances or you should again desire to apply for aid,
you have the right at any time to make another application.

Signature of County Worker

230-90 and 361-22
Combined and Reworded

When OAS is granted following discontinuance due to employment, the Certificate of Eligibility (Form Ag 201) or the Notice of Change (Form Ag 232) shall contain one of the following statements, whichever is appropriate:

"Eligibility established" (i.e., all of the facts have been determined and the investigation has been completed by county action on the application or request for restoration.)

or

"Conditional grant presumptive eligibility" (i.e., all items of eligibility not yet established).

If OAS is conditionally granted, the Certificate of Eligibility or the Notice of Change shall show that reimbursement is non-federal. It is suggested that this information be entered immediately below item 16 on the Certificate of Eligibility, under Reason for Change on the Notice of Change. The subsequent and second county action, following completion of the investigation, shall be reported in Section I on a Notice of Change (Form Ag 232). The date of county action and the signature of the official certifying thereto shall be entered in Section V of the Ag 232.

If the completed investigation establishes that the OAS grant is and has been in the correct amount since the effective date of the conditional grant, no entry is made in the upper part of Section I on the Form Ag 232. In the lower part of Section I under "Reason for Change" the fact that the case had previously been conditionally granted shall be noted together with a statement that eligibility has been established from the beginning date in the specific amount paid.

Example 1: A recipient requests restoration on April 8. On 5/11 aid is conditionally granted in the amount of \$75 effective May 1. The facts secured subsequent to the conditional restoration show the recipient to have been eligible for the \$75 grant made to him beginning May 1. On July 3 the investigation is completed by county action certifying to the recipient's eligibility to receive aid in the amount paid from the effective date of the conditional restoration. This second county action is reported in Section I on the Notice of Change as follows:

Change	Effective Date of Change	Grant	Income	Need
Decrease				
Increase				
Restoration				
Discontinuance				

Reason for Change

\$75 OAS conditionally granted effective 5/1 - Eligibility from 5/1/-- in the amount of \$75 now established.

(Section Continued on Next Page.)

DB 417

When a former recipient who has not received OAS for twelve months or more, following discontinuance because of employment, reapplies for OAS in the same county, a new application (Form Ag 200) shall be signed. (See Sec. A-244, The Application Form.) Opposite Item eight on the application form (Form Ag 200) insert "My employment ceased on _____."

When a former recipient, whose aid was discontinued because of employment, requests OAS in another county than that in which aid was discontinued, a new application (Form Ag 200) shall be signed and eligibility determined as in other new applications.

"Employment" as used in this section is defined as any activity undertaken for remuneration either in cash or in kind.

(W&IC 2140, 2183.9)

A-288 AUTHORIZATION OF AID FOLLOWING DISCONTINUANCE DUE
TO EMPLOYMENT

A-288

When a former recipient, whose OAS grant was previously discontinued because of employment, again requests OAS in the same county, every effort shall be made to complete the investigation before the expiration of 30 days from the date request for restoration or reapplication was signed. If it is not possible to complete the investigation of eligibility within this time limit, but presumptive eligibility exists, aid shall be conditionally granted. (See Sec. A-284, Reapplication or Restoration Following Discontinuance Due to Employment, Sec. A-1302, Beginning Date of Aid - New Applications, and Sec. A-1304, Beginning Date of Aid -- Restorations.)

Whenever OAS is granted conditionally the investigation shall be continued with all diligence. As soon as all facts as to eligibility are available, the county shall take a second action on the case; such action shall confirm the recipient's eligibility to receive the aid conditionally paid or establish the amount which should have been paid in amounts other than conditionally paid.

If OAS is granted conditionally and if the investigation has continued until all reasonable sources of proof of eligibility have been examined without establishing eligibility, the aid which was conditionally granted shall be discontinued.

Request for repayment to the extent of the conditional aid granted shall be made. (See Sec. A-1362, Overpayments Resulting from Conditional Restoration Following Discontinuance Because of Employment.)

(W&IC 2140, 2183.9)

If the verification secured subsequent to the conditional grant establishes that overpayment occurred during the period while aid was conditionally granted, adjustment shall be made for such amount thereof as can be offset by adjustment within the current adjustment period. (See Sec. A-1310, Decrease in Grant or Sec. A-1312, Discontinuance of Aid.) (See Sec. A-1362, Overpayments Resulting from Conditional Restoration Following Discontinuance Because of Employment.)

Example 3: If in Example 2 there had been no property sale but the \$15 income which began in June was continuing income, overpayment occurred not only in June but in July and August. With no need in excess of \$75 there was an overpayment of \$45. By county action on 8/15, the grant for September would be reduced to \$30 which adjustment would take into consideration the \$15 income to be received in September and the overpayment for July and August (both of which months would be within the current adjustment period) and the grant would be increased to \$60 effective 10/1. (See Sec. A-1310, Decrease in Grant.) Repayment of the \$15 overpayment in June is requested.

The action is reported in Section I of the Notice of Change as follows:

Change	Effective Date of Change	Grant	Income	Need
Decrease* \$75	9/1/--	\$30	\$15 earnings \$15 July o.p. \$15 Aug. o.p.	-
Increase	10/1/--	\$60	\$15	-
Restoration				
Discontinuance				

*Old rate - See Sec. A-1390, Instructions for Recording on Notice of Change, Section I

Reason for Change

\$75 OAS conditionally granted effective 5/1. Eligibility from 5/1/-- now established as follows:

May 1, 19-- - \$75 grant - no income

June 1, 19--and thereafter \$60 grant - \$15 income and need not above \$75

If the verification secured subsequent to the conditional restoration shows that the recipient is currently receiving a lesser amount of aid than he is entitled to receive, appropriate county action shall be taken to increase the grant to the proper amount and to pay retroactive aid as provided in Sec. A-1316, Item 11. Such action shall be recorded on a Notice of Change in the usual manner. In Section I of Form Ag 232 under "Reason for Change" the fact that the case had previously been conditionally restored shall be noted. The following information shall also be recorded: (1) the amount the recipient was eligible to receive beginning with the month the conditional grant was effective and (2) the need and the income for each such month.

(Section Continued on Next Page.)

If the verification secured subsequent to the date aid was conditionally granted establishes eligibility (1) to a lesser amount than conditionally paid or (2) to receive aid in some but not all of the months during which aid was conditionally granted, the county shall authorize the adjustment, if any, to be made in the current grant. The county shall also establish the amount of aid for which the recipient was eligible during the period that aid was conditionally paid. In the upper part of Section I of the Form Ag 232 only that action which in any way changes the grant presently received shall be recorded. In the lower part of Section I under "Reason for Change" (use reverse of form if sufficient space is not available), the fact that the case had previously been conditionally granted shall be noted. The following information shall also be recorded: (1) the amount the recipient was eligible to receive beginning with the month the conditional grant was effective and (2) the need and the income for each such month.

Example 2: The request for OAS was signed on April 10. By action of 5/1, aid was conditionally granted from May 1 in the amount of \$75 per month to a recipient having no income and whose personal property holding had not yet been established. The investigation was not completed until county action on August 15 and showed that the recipient, having no need in excess of \$75 had \$15 income in June and no income in July or thereafter. Personal property holdings were established to be within the maximum until 7/21 when funds received from sale of real property made him ineligible for further aid.

The second action of the county is reported in Section I on a Notice of Change as follows:

Change	Effective Date of Change	Grant	Income	Need
Decrease				
Increase				
Restoration				
Discontinuance* \$75	5/31/---	xxx	xxx	xxx

*Old rate - See Sec. A-1390, Instructions for Recording on Notice of Change, Section I.

Reason for Change

\$75 OAS conditionally granted effective 5/1. Eligibility from 5/1/-- now established as follows:

May 1, -- - \$75 grant - no income
 June 1, -- - \$60 grant - \$15 income, need not above \$75
 July 1, -- - \$75 grant - income ceased.
 July 31, -- - Ineligible further payment. Personal property resulting from sale of real property on 7/21 excessive.

(Section Continued on Next Page.)

Example 4: A recipient having need of \$85 requested OAS September 3. By county action on October 6 his aid was conditionally granted effective October 1 in the amount of \$65 on the basis of his statement that he received \$20 income from rental. Subsequent investigation revealed that his net income for the rental was \$15. On 12/5 the county increases the grant to \$70 effective 10/1 on the basis of the facts as to his income.

The action is reported in Section I of the Notice of Change as follows:

Change	Effective Date of Change	Grant	Income	Need
Decrease				
Increase* \$65	10/1/--	\$70	\$15	\$85
Restoration				
Discontinuance				

*Old rate - See Sec. A-1390, Instructions for Recording on Notice of Change, Section I.

Reason for Change

\$65 OAS conditionally granted effective Oct. 1. Completed investigation establishes recipient was eligible for \$70 per month beginning October 1. Rental income \$15 and need \$85.

If aid is granted conditionally and it is not possible to establish eligibility, the Notice of Change reporting the discontinuance action by the county shall contain a statement under "Reason for Change" on the Form Ag 232 as follows:

"Former Conditional Grant. Investigation completed and eligibility from _____ (beginning date of conditional grant) not established."

Request for repayment to the extent of the conditional aid granted shall be made. (See Sec. A-1362, Overpayments Resulting From Conditional Restoration Following Discontinuance Because of Employment.)

The Certificate of Eligibility or Notice of Change showing county action granting aid conditionally and the Notice of Change showing the subsequent and second county action shall be filed in the case record.

(W&IC 2140, 2183.9)

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INVESTIGATION - GENERAL

A-300 DEFINITION

A-300

Investigation is the process of careful inquiry into the circumstances of the applicant or recipient in order to determine whether he meets the OAS eligibility requirements as established by law and the rules and regulations of the SDSW. It is a joint enterprise involving participation by the applicant or recipient, and includes:

230-20
Revised

1. Discussion of eligibility requirements with the individual who shall be assisted in presenting a complete picture of his circumstances.
2. Review of any documentary evidence in the individual's possession relating to the various points of eligibility.
3. Accumulation of additional documentary evidence when necessary.
4. Evaluation of the information secured, including reconsideration of any conflicting information.
5. Decision as to the individual's eligibility, and authorization of aid, if eligible. (W&IC 2140, 2160)

A-303 PROMPT COMPLETION OF INVESTIGATION

A-303

It is the county's responsibility to begin immediately the determination of eligibility or ineligibility of each applicant for aid. Prompt action shall be taken on each application so that the first payment shall be received by the eligible applicant as soon as possible. (W&IC 103.3, 2140, 2181)

Now - Incorporates
Chapter 772 (AB 355)

The investigation is considered completed on the date the county board of supervisors, or their duly authorized agent, certifies that:

1. The applicant meets all eligibility requirements and authorizes aid to be paid or
2. Ineligibility has been definitely established, or diligent investigation of all reasonable sources of proof of eligibility failed to establish eligibility, and the application is denied.

(W&IC 7.1, 2010, 2141, 2142.5, 2180, 2181)

A-312 AUTHORIZATION FOR RELEASE OF INFORMATION

A-312

230-35
Reworded and Expanded

The applicant and spouse, if the applicant is married, shall sign an Authorization for Financial Investigation (Form AB 228). This may be used to secure information when written authorization is required as in the case of banks, building and loan associations, insurance companies, etc. Special forms may be devised by the county to cover specific types of inquiries. When a form is prescribed by an agency; e.g., U.S. Census Bureau, the prescribed form must be used and all the data called for given.

If a bank account, insurance policy, etc., is carried in a name not used on the application and/or other supporting papers, both names shall be used in consent forms. A clear statement of reason for variation in name, and, if necessary, an affidavit establishing identity, shall be secured. (W&IC 2140, 2160, 2142.5)

Although the method of determining eligibility is basically the same for all applicants and recipients, the extent of the investigation will vary depending on the particular circumstances involved.

The applicant or recipient is the primary source of verification in that he will frequently have records or documents in his possession which support his statements and which shall be used whenever possible in preference to obtaining the information through other sources. The exploration of facts concerning eligibility is a joint responsibility of the county worker and the applicant. Together they shall consider the information the applicant presents verbally and in the form of documents, and determine what additional information is needed, if any. Agreement is reached as to what sources will most satisfactorily provide any necessary additional evidence and who will obtain it -- the applicant, or the worker at the applicant's request.

Investigation should be undertaken with the full knowledge and consent of the applicant. If the information the applicant presents is incomplete or inconsistent the worker will share his evaluation of such evidence with the applicant and continue to enlist his help in obtaining clarification of the points at issue. If, however, the issue is such that eligibility cannot be established from facts supplied by the applicant or from sources he suggests, he may have to choose between giving permission for the worker to obtain additional information or having his application denied.

If an applicant is unable, physically or mentally, to present information to support his eligibility, responsibility rests upon the worker to take the initiative in obtaining information, sharing with the applicant the steps taken, sources used and the evaluation of information obtained.

The OAS Law contains certain provisions which govern the process of eligibility determination. These are summarized as follows:

1. No question, inquiry or recommendation under the OAS Law or the rules of the SDSW shall relate to the political or religious opinions or affiliations of any person and no grant or denial of aid under the OAS Law shall be in any way affected or influenced by such opinions or affiliations.
2. The public assistance worker shall conduct himself with courtesy, consideration and respect toward applicants and recipients. The worker shall endeavor at all times to perform his duties in such a manner as to secure for every aged person the maximum amount of aid for which that person is eligible. He shall not attempt to elicit any unnecessary information or make any comment or criticism of any fact concerning an applicant or recipient which is not directly connected with OAS.

(Section Continued on Next Page)

Authorization for Financial Investigation

County No. _____

NAME OF COUNTY WORKER

I, _____
residing at _____ California,
_____ Street number _____ City
hereby authorize release to the bearer, a representative of the County Welfare Department
of _____ County, any and all information regarding deposits, withdrawals
and balances pertaining to any bank, postal savings, building and loan or trust accounts, which I, or my
spouse either separately or jointly now have or may have had in the past. I also authorize release of
information regarding any collateral held as security for loans advanced to me or my spouse or of the
existence of a safe deposit box, or any stocks and bonds that I, or my spouse either separately or jointly
own or have owned in the past.

I further authorize the bearer to be given information regarding any insurance that I have or
may have had, or any insurance that my spouse has or may have had with any insurance company,
fraternal organization, union, or benefit society. Authorization is also given for release of information
available from the records of the Bureau of Old Age and Survivor's Insurance and from the records of
the Department of Employment regarding Unemployment Benefits.

[[SIGNED]] _____
Signature of applicant

Birthplace _____

Birthdate _____

Maiden name of mother _____

[[SIGNATURE OR
NAME OF SPOUSE]] _____

Birthplace of spouse _____

Birthdate of spouse _____

Maiden name of spouse's mother _____

DATE _____ 19 _____

1. The weight assigned to any statement, whatever its source, must be appraised with respect to any possible motive the person making the statement may have had for varying the facts; e.g., applicants for life insurance or older persons seeking work may have motives for understating age. Young applicants for employment, marriage licenses, or other licenses may overstate age. Older applicants for employment may have understated their age. Every statement, whether contained in a document or not, must be considered in relation to the purpose for which it was made or to possible motives of the informant.
2. The most reliable record is usually that which was made for the purpose of maintaining archives or registers. This is the basis of the importance of vital statistics, Bible entries, and even family correspondence. Such records may have been conditioned by motives or the data sought in them may have been reported casually on the basis of observation rather than fact. Where, however, the record was made when the event occurred and the written statement was intended as a family genealogy or official register, such a record is usually valid.
3. Contemporaneity of a record with the event it records gives a document substantial importance. A record of birth made at the time of birth, for example, would have greater validity than age information recorded during adulthood. Facts often become distorted with time and records made later than the event itself may be colored by motives other than that of making a record for the record's sake.
(W&IC 2140, 2141, FSSA)

A-324 SOURCES OF EVIDENCE

A-324

Records and documents which the applicant may have in his possession such as birth and baptismal certificates, insurance policies, naturalization certificates, marriage certificates, rent and utility receipts, bank books, deeds, mortgages, tax statements, etc., shall be examined first to evaluate their usefulness in determining eligibility. If these do not suffice, additional information will be necessary. (See Sec. A-306, Scope and Method of Investigation)

Records of social agencies, hospitals, clinics, records of the various county officers such as the recorder, assessor, county clerk, etc., and the records of vital statistics departments frequently contain information pertinent to the determination of eligibility. In some cases communication is necessary with employers, physicians, landlords, churches, lodges, clubs, trade unions, fraternal and professional groups, morticians, creditors, insurance companies and others.

(Section Continued on Next Page)

230-25
Expanded and New230-25
Reworded

All information secured in the process of determining eligibility shall be examined from the point of view of internal consistency. Evidence should likewise be evaluated in relation to information previously secured and, at the time of final decision, in the light of all available data.

Efforts should be directed toward obtaining only factual information. Care must be exercised to avoid mistaking opinions or rumors for facts.

Documentary evidence such as public records may be more accurate than other types of evidence. When information secured raises a question concerning the reliability of documentary evidence, further inquiry is necessary. The document's source should be evaluated when there is reason to question its adequacy. Original documents may be more reliable than copies of such documents since one source of error, that of miscopying, is avoided. When a public record is based on a personal affidavit made after the event, the affiant's motives and basis of his knowledge should be considered in determining the relative value of the document.

When documentary evidence conflicts with the applicant's sworn statement, decision shall be based on the documentary evidence. (For exception, see item 2 of Sec. A-403, Verification of Age - General.) A conflict in information from two apparently equally reliable sources usually means that not all facts have been ascertained and further inquiry is indicated. When there is conflict between several pieces of evidence, the relative merit of the various pieces of evidence should be considered rather than the number of pieces of evidence which support or refute the applicant's statement.

Evaluation of the source of material is essential. In making such an evaluation, the following questions may be considered: Is it based on first-hand observation or hearsay? What is the bias or self-interest of the person? Would his motives affect his reliability? The source of all data establishing eligibility shall be given in the case record. When the worker has reason to question a statement of a reference, the reason for such doubt should be clearly indicated. Observation of the worker may indicate the informant's attitude or bias and, as such, may be important. Observation should, however, be objectively reported and supported by a full account of the events, occurrences, or behavior on which it was based.

In selecting sources of information to establish eligibility or in attempting to resolve conflicting information, the following suggestions may be of assistance:

(Section Continued on Next Page.)

all correspondence and the narrative recording. A copy of the OAS Permanent Sample Schedule (Form Ag 251) shall be retained in the case record of those cases included in the permanent sample. (See Ch XVI Permanent Sample Procedure.)

The case record shall contain verification that the applicant was notified of county action in relation to his application and his grant. If a copy of the Notification of Action (Form Ag 239) is not filed in the case record, the date the Form Ag 239 was mailed to the applicant or recipient shall be recorded either (1) in the case narrative, or (2) on the authorization document to which the notification referred.

The Report of Investigation (Form Ag 202) provides a method for recording information on all points of eligibility. It need not be used when the face sheet and narrative record cover all the information requested on the Form Ag 202.

When the original evidence of age, citizenship or residence cannot be retained for the county record, the pertinent facts may be recorded either in the narrative record or on Form Ag 203, Summarized Information from Review of Documentary Evidence. All important and personal documents such as birth, baptismal, marriage and citizenship certificates should be returned to the applicant after they have been examined and pertinent information recorded.

The pertinent facts to be recorded vary with the type of evidence reviewed. In general, the nature of the evidence, date of issuance, and information such as age, birth date, birth place, names of contracting parties (in marriage records) shown in the documents shall be recorded. The location of the evidence at the time of review shall be indicated, e.g., "applicant," "County Clerk's Office," "applicant's sister, Mrs. Hattie Jones, 210 Main Street, Alameda," etc. When one document verifies more than one point of eligibility, facts need not be repeated under each item, but a cross reference should be made to the item under which data was recorded.

C. NARRATIVE RECORDING

The county shall maintain a narrative record as part of the process of determining eligibility and in reflecting continued eligibility. It will augment or support information on authorization documents, show the basis on which any conflicting information was reconciled, and provide in one place an effective clear-cut eligibility picture. The chronological form of entry may be made showing the step-by-step procedures for establishing eligibility, or a summarized topical report may be used. After the initial determination of eligibility continued narrative recording of relevant contacts concerning a recipient will reflect changes in needs and in eligibility status. It is a convenience to have summaries at intervals in the chronologically recorded record displaying changes in eligibility which may have occurred since the original investigation or last reinvestigation.

(Section Continued on Next Page)

In California documentary evidence on the following subjects is found in the county clerk's office: abandonment, adoption, citizenship, divorce, probate proceedings, naturalization, voter's registration (except in Los Angeles and San Francisco Counties where voter's registrations are filed in the office of the Registrar of Voters), Superior Court records, board of supervisors' records.

In California documentary evidence on the following subjects is found in the county recorder's office: birth, death, marriage, deeds, liens, mortgages, transfers of real property. (W&IC 2140, 2141)

A-330 CASE RECORDS

A-330

A. PURPOSE AND GENERAL CONTENT

Case records are maintained to report the county's investigation and decision as to an individual's eligibility and the payment of aid to those eligible to receive it. The case record protects the public interest by containing verification that public funds are being properly expended or that they are properly withheld on the basis of facts which establish ineligibility to receive aid.

Individualization of the client through careful recording of his needs and other relevant factors in his economic and social situation make the case record an important tool in rendering service to the individual. It makes information available as it is secured and permits uninterrupted service to the recipient regardless of changes in personnel.

The case record reflects the effect of the application of policy and the need for change in policy. The process of recording in the case record stimulates the worker to think critically and to organize the material carefully. The case record is one of the supervisors' main sources of information for evaluating workers and their methods and thus serves as an important tool in supervision. It is useful for teaching purposes when inducting new staff. The case record also yields data for research purposes.

The county shall maintain case records containing all information secured relative to the eligibility of the applicant or recipient. If there is conflicting information, the record shall show how such conflicts were reconciled. When aid is denied or discontinued the record shall contain a statement of the facts which supported such action.

B. DOCUMENTS

The case record shall contain, in a uniform arrangement, the application (Form Ag 200) and a copy of all forms completed in connection with the original investigation of eligibility or subsequent reinvestigations, all authorizations granting aid, changing or discontinuing the grant, or denying aid, copies of

(Section Continued on Next Page)

D. DISPOSAL OF CASE RECORDS

The application, authorization documents, documents supporting determination of eligibility, the case narrative, and all accounting records constitute records to be preserved. Such records shall be preserved for a period of at least five years from the date on which the recipient last received OAS from the county.

If aid has been discontinued for a period in excess of five years the board of supervisors may authorize the destruction of the case record or any part thereof. (W&IC 118, 2140, 2190, FSSA)

REPORT OF INVESTIGATION
OLD AGE SECURITY

County No.

State No.

APPLICANT'S NAME

Address

Woman's Maiden Name

1. Age How verified

2. Citizenship Birthplace

(If foreign-born, indicate how citizenship was acquired)

Naturalized by: (check one) Self Parent's Marriage Date Place

Was husband native-born American citizen? Place of birth

Was husband naturalized citizen? Date of naturalization Place

Number and dates of marriages	{	1st	To whom	Nationality	Date	Place
		2nd	To whom	Nationality	Date	Place
		3rd	To whom	Nationality	Date	Place

3. Residence

Date last came to California Date last came to County Total number years residence in California

Locality

Years

From

To

4. Real Property, Applicant and/or Spouse (Indicate by symbols (A) or (S) whether property belongs to Applicant or Spouse.)

Home

Other Than Home

Other Than Home

Location

County assessed value

Encumbrances

Monthly payments

Monthly taxes and/or assessments

Gross income

Value of occupancy and/or net

income

Is property being utilized?

xxxxxxxxxxxxx

Yes ☐ No ☐Yes ☐ No ☐

Date above information secured

From what sources?

5. Personal Property (It is assumed that the applicant has a community interest in spouse's personal property, unless facts established such property as separate.) Include applicable insurance and burial trust items.
See 6 and 7 below.

Description

Encumbrances
(Amount)

Net Market Value

A. Community property
(Total value of all property owned
jointly by applicant and spouse)

Total

Applicant's 1/2 interest in community property

B. Applicant's separate property
(in which spouse has no interest)

Total

C. Total value of applicant's property (1/2 community plus separate property)

If the applicant's spouse is an applicant for or recipient of OAS, complete sections D and E.

D. Spouse's separate property
(in which applicant has no interest)

Total

E. Combined property (all community property plus separate property of each spouse)

Date above information received

From what sources?

6. Insurance (Life) Specify if policy is burial insurance, i.e., is paid up insurance payable only at death.

On Applicant

On Applicant

On Spouse

On Spouse

Name of company

Policy number

Date of policy

Face value at maturity

Cash surrender value

Loan against policy

Monthly premium

Premium paid by whom

Name of beneficiary

Date above information secured

Source of information

7. Burial trust Yes ☐ No ☐ If yes, Trustee's Name

Amount

8. Transfer of Property

Has applicant made a transfer of real or personal property to qualify for aid? Yes ☐ No ☐ Date _____
If so, explain _____

9. Institutional Inmate

Is applicant an inmate of a (check one) Public institution _____ Private institution eligible to aid _____
Private institution ineligible to aid _____ Probable discharge date _____
Name and address of institution _____
Conditions of admission _____

10. Legally Responsible Relatives—(Spouse, adult children)

Name	Address	Relationship	Date Relative Statement Sent (If living in State)	Date Relative Statement Returned	Actual Monthly Contribution to Applicant
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Which relatives, if any, are financially able but are not contributing to the extent of their liabilities? _____

11. Income—(Present net income to applicant—Specify period if other than monthly)

Source	Amount	Data and Source of Information
Labor and services	_____	_____
Real property (including value of occupancy)	_____	_____
Personal property (stocks, bonds, royalties, etc.)	_____	_____
Insurance	_____	_____
Social Security Benefits (OASI)	_____	_____
Pensions (military, civil, industrial)	_____	_____
Relatives	_____	_____
Military dependency award	_____	_____
Other: (Specify)	_____	_____

What was the approximate amount of applicant's income during the past year? _____ Source _____
What debts have been incurred during the past year? _____
What changes have made it necessary to apply for aid? _____

Has applicant had military service of a nature which might reasonably entitle him to military benefits? _____
Is applicant in receipt of compensation for military service of others, including awards under the Servicemen's Dependents Allowance Act? _____
Applicant's Social Security Number is _____
Is employment record such that industrial pension or OASI is a possibility? Yes ☐ No ☐ If so, has eligibility for same been investigated? _____
Sufficient past work history must be secured and recorded in the case record to determine presumptive eligibility for OASI or other pensions. _____
Is there evidence of current need in excess of maximum grant? _____ If so, indicate nature and amount. (Form Temp. 158 Ag shall be used to record computation of total need.)

12. Household Group—(List persons in household other than the applicant)

Name	Relationship	Amount Contributed to Household
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. Record of Home Call

Date visit made to applicant's home _____ If home visit not possible, describe substitute contact _____
Describe present living conditions _____
Proposed change, if any _____

14. Recommendations

County worker recommends aid in the amount of \$ _____
County worker recommends denial of aid for the following reason: _____

Signature of County Worker

Date

State Number _____

351-00 Reworded
351-20

The decision as to frequency of reinvestigation should be based upon a consideration of all pertinent factors in each case. Certain factors in a recipient's situation which become evident during the initial investigation may indicate when the recipient's eligibility should again be reviewed. For example, if a recipient owns personal property of fluctuating value and the value of his personal property approaches the allowable maximum, the value of such property shall be reinvestigated at least every three months. Upon receipt of any information which raises question regarding a recipient's continuing eligibility, a review of the questioned eligibility points shall be initiated promptly. Effort shall be made to complete the investigation within the first month following that in which the report is received.

351-00

The county's responsibility for investigating continuing eligibility shall be interpreted to the recipient. The latter's responsibility for promptly notifying the county of changes in circumstances (income, housing, acquisition or disposition of property, etc.) which might result in increased or decreased need shall be fully discussed with him. (W&IC 2140, 2184, FSSA)

A-360 DUE DATE OF ANNUAL REINVESTIGATION

A-360

351-05 Revised

If circumstances have not required an earlier review of eligibility the annual due date may be set according to any plan which guarantees reinvestigation of eligibility once annually. This date may be set on the basis of the beginning date of aid, the date of the last reinvestigation, or any other arbitrary date may be set provided such date does not establish the due date for the completion of the next reinvestigation beyond twelve months from the month in which aid began or from the month in which the last reinvestigation was completed.

It is customary to begin work on individual cases in advance of the particular month in which the investigation is due to be completed. This may result in some cases being completed in advance of the anniversary month. If a reinvestigation is completed within the two months immediately preceding the anniversary month, no adjustment of the due date for the next reinvestigation is necessary.

Example: The worker is notified in April that the reinvestigation is due to be completed in July. Work is begun immediately and in May the reinvestigation is completed. The due date for the next reinvestigation remains the same, i.e., July. If in the same example the reinvestigation was completed in April, the next annual reinvestigation will be due to be completed not later than the following April.

New

A due date once set may be changed provided the adjusted date results in the new due date being set not later than twelve months from the last original or reinvestigation. If a recipient's circumstances change in such a way that it is necessary to review certain aspects of his eligibility before the reinvestigation due date it may be desirable to complete the reinvestigation at that time even though the next annual reinvestigation is not yet due. The next due date would then be adjusted accordingly.

NEW APPLICATIONS

A-336 INVESTIGATION OF NEW APPLICATIONS

A-336

Each point of eligibility (i.e., age, citizenship, residence, property, etc.,) shall be investigated. Decision on each point shall be made in accord with the provisions of the appropriate Manual Chapter. (See Chapters IV through XII.) The county is responsible for reviewing the applicant's needs and for identifying any special needs he may have. (See Chapter XII, Total Need.) The county shall interpret to the applicant his responsibility for immediately reporting any subsequent change in circumstances, need or income.

237-00
Recorded and Expanded

The Certificate of Eligibility (Form Ag 201) ^{their} is the report of the county certifying that eligibility has been established; that complete supporting evidence is on file in the county office; and on which the county's action completing the investigation is shown. Form Ag 201 briefly reports the verified facts establishing eligibility, the nature of the evidence, the place where original evidence may be reviewed, the action of the board of supervisors or ~~other~~ duly authorized agent, and the date on which that action occurred. This form provides a basis for payment of the county's claim for reimbursement. (See Sec. A-1320, Instructions for Completing the Certificate of Eligibility.) (W&IC 2140)

A-342 HOME VISITS ON NEW APPLICATIONS

A-342

A home visit shall be made during the investigation of eligibility when there are reasonably adequate public transportation facilities available to the home. When a home visit cannot be made, an interview shall be held elsewhere with the applicant and his living arrangements as reported by him shall be recorded. The conditions which made a home visit impossible shall be stated in the narrative record. When an applicant is bedridden, a home visit is necessary. (W&IC 2140, 2141)

230-75
Recorded

REINVESTIGATIONS

A-348 PURPOSE OF REINVESTIGATIONS

A-348

Sound administration requires periodic reinvestigations, as well as a careful initial investigation, since the circumstances of recipients of aid seldom remain unchanged. A change in income or need may result in eligibility to a greater or lesser amount of aid. Likewise a change in assets may result in ineligibility. Reinvestigations are a continuing responsibility of the county and are necessary to insure payment of aid in the correct amount to eligible recipients, to assist the recipient to meet his needs as fully as possible, and to make maximum use of his own resources and capacities. (W&IC 2140, 2184)

351-00
Recorded

A-354 FREQUENCY OF REINVESTIGATION

A-354

The county shall annually or oftener determine the recipient's eligibility to continue to receive aid under the OAS law. The amount of aid shall be changed or aid shall be discontinued when the recipient's circumstances have changed sufficiently to warrant such action.

350-10
Recorded

(Section Continued on Next Page)

C. REAL PROPERTY

351-15 Reworded

If the recipient and/or spouse owned no real property at the time of the last determination of eligibility and the recipient states on the Affirmation of Eligibility (Form-Ag 206) that he and/or his spouse has not since acquired real property, no additional real property investigation need be made unless there is information which conflicts with the statement. If there were property holdings at the time of the last determination of eligibility, the assessed value shall be reestablished and the amount of encumbrances of record against real property reverified. If changes in property holdings are reported on the Form Ag 206 or otherwise come to the attention of the county, a complete reinvestigation of property holdings shall be made.

Now To incorporate utilization requirement.

Whenever the recipient owns property other than his home the situation in relation to each such piece of property shall be reviewed to determine if utilization requirements are met. (See Sec. A-715, Utilization of Real Property.) Transfers of real property which are revealed during the reinvestigation shall be evaluated in accordance with the provisions set forth in Ch. VIII, Transfer of Property.

The dates of verification and findings regarding real property shall be recorded in the case record.

D. PERSONAL PROPERTY

351-20 Reworded

The current value of personal property holdings shall be reverified and recorded in the case record. When changes in personal property holdings are reported, investigation shall be made to determine if the value of all personal property holdings remains within the statutory maximum. When there is a marked deviation in personal property holdings from those possessed when the preceding investigation was made, the reason for such deviation shall be ascertained and reported in the case record. When personal property was formerly substantial in amount and the amount has been appreciably reduced, funds may have been disposed of for the purpose of qualifying for aid or converted into other forms of personal property. When the facts indicate such possibility, verification shall be made of the disposition of holdings. When there has been an appreciable increase in personal property, e.g., a bank account, the source of the increase shall be ascertained.

When personal property is of fluctuating value and approaches the maximum permitted, its value shall be redetermined at least every three months. Further investigation is not necessary when assets which were possessed when aid was granted are such that the value decreases with lapse of time and the original investigation established their value as within the limit permitted. Such personal property would include automobiles, farm machinery, etc. A statement of personal property holdings as reported by the person or observed by the public assistance worker shall be in the case record.

(Section Continued on Next Page)

When two or more persons in the family group are receiving assistance it is desirable to make the reinvestigation for each such recipient at the same time. Under these circumstances the reinvestigation for each recipient living in the same household is made in the month in which the earliest reinvestigation falls due. The next due date for each would be not later than twelve months from such reinvestigation. Similarly it may be of advantage to adjust the due date for persons living in a particular vicinity or neighborhood so reinvestigations will fall due in the same month.

The date the reinvestigation was completed is defined as the month in which the county worker and/or the case supervisor or county welfare director (dependent upon county discretion in determining when the reinvestigation is "completed") signed the reverse of the completed Affirmation of Eligibility (Form Ag 206). (W&IC 2140, 2184)

A-366 HOME VISIT DURING ANNUAL REINVESTIGATION

A-366

The annual reinvestigation shall include an interview with the recipient in his home or elsewhere within a three month period prior to the completion of the reinvestigation. In most instances a home visit is preferable. In no case shall the reinvestigation of eligibility be considered complete unless there has been at least one interview with the recipient. (W&IC 2140, FSSA)

A-372 CONTENT OF THE ANNUAL REINVESTIGATION

A-372

The reinvestigation ^{his} process begins with an interview with the recipient, preferably in ~~his~~ own home, at which time changes in his income, his resources and his needs are discussed. The recipient completes and signs a Recipient's Affirmation of Eligibility for OAS, Form Ag 206. (See Sec. A-228, Person Making Application, for circumstances under which the signature of a guardian is required.)

Continuing eligibility shall be confirmed on all points which may have changed since eligibility was last determined.

A. AGE - CITIZENSHIP

Eligibility status on these items does not change with the passage of time. However, if conflicting information has come to light which suggests possible ineligibility on either point, all investigation necessary to determine eligibility shall be made

B. RESIDENCE

A recipient who leaves the state for a temporary period shall be required to inform the county of residence every two months regarding his living plan and his intent with respect to residence, and to state the change, if any, in his income or financial circumstances. If warrants are mailed out of the state on a continuing basis, the county may verify the whereabouts of the recipients by forwarding occasional warrants by registered mail with a return receipt requested. (See Sec. A-555, Continuation of Aid While Recipient is Absent from State or County.)

(Section Continued on Next Page)

H. LIVING ARRANGEMENTS

351-35 Reworded
The recipient's current living arrangements shall be redetermined. If a recipient has been in a hospital or institution since the last investigation, the case record shall contain a detailed statement giving the name and type of institution, dates of admission and of discharge, and a statement as to the eligibility of the recipient for aid during this period. (See Chapter IX, Institutions.)

I. REDETERMINATION OF AMOUNT OF AID

351-40, 353-20 Combined and Reworded
The amount of aid shall be determined in accordance with the law, rules and regulations and on the basis of the verified findings regarding income and need. Any necessary change in the grant shall be made in accord with the appropriate Section; A-1308, Increase in Grant; A-1310, Decrease in Grant; or A-1312, Discontinuance of Aid. (W&IC 2140, 2184)

A-378 INSTRUCTIONS FOR COMPLETING THE RECIPIENT'S AFFIRMATION OF ELIGIBILITY FOR OAS

A-378

351-11 Reworded
The Affirmation of Eligibility (Form Ag 206) contains the minimum information to be secured from the recipient at least once each year. Each space on the form should be filled in with the appropriate information or the words "none" or "not known." The requirement that the recipient sign the Form Ag 206 before a person authorized to attest his signature is optional with the county. Otherwise the instructions regarding completion of signatures in Sec. A-244, The Application Form, apply. The county may substitute its own form provided the substitute form contains all the information called for on Form Ag 206.

352-15
The results of the reinvestigation for Items 1 through 6 on the reverse of the Form Ag 206 may be recorded on the Form Ag 206 or on an approved alternate form or elsewhere in the case record. Regardless of the place where that information is recorded, Items 7 and 8 shall be completed on the reverse of the form.

Instructions for completion of items follow:

- Item 1. Real Property--When circumstances require real property reinvestigation (See Sec. A-372, Content of the Annual Reinvestigation - item C) enter dates of verification and findings.
- Item 2. Personal Property--When personal property reinvestigation is required (See Sec. A-372 - item D) record dates of verification and findings.
- Item 3. Income--Enter all income with verification and source. (See Sec. A-372, item F) For every recipient who lives in a home owned outright or in which he has an interest record "home owned" under "source" of income. Record value of use and occupancy as computed on the basis of the current assessed value, and the required encumbrance payment, if any. Where there is no net value of use and occupancy, write "none."

(Section Continued on Next Page)

E. RELATIVES

The ability of responsible relatives living within the state to assist shall be redetermined in accord with the provisions of Chapter X, Relatives. Reinvestigation of a recipient's continuing eligibility shall not be held to be incomplete pending receipt of requested information from a responsible relative if information secured from the recipient or other sources indicates the amount of the relative's contribution or that the relative is not assisting. Efforts made or procedures followed to secure support from responsible relatives who have the pecuniary ability to assist, shall be recorded in the narrative or on the reverse of Affirmation of Eligibility (Form Ag 206).

If the Form ~~Ag 226~~ and/or Form Ag 225 of the responsible relative indicates ability to support, or the relative fails to return the form requested of him, the same procedure as outlined in Secs. A-1050 through A-1090 is applicable. However, if a degree of liability has previously been fixed by the board of supervisors and the information presented in the relative's statement indicates no change in circumstances, a new finding of liability is not necessary. Likewise, a further notification to the relative as to his responsibility for support is not necessary.

F. INCOME

All income of the recipient shall be verified with the exception of fixed income which is known not to change, such as OASI benefits (provided any increase effective 10/1/50 has already been established), income from annuities, etc. The amount of military pensions shall be reverified.

The narrative record shall show the methods used in verifying the gross income and computing the net income.

The source and amount of the net income shall be entered on the Affirmation of Eligibility (Form Ag 206). (W&IC 2140)

G. TOTAL NEED

If the recipient has income including the value of currently used resources, his needs shall be explored with him and detail regarding various needs shall be recorded on Form Temp 158 Ag in accord with Sec. A-1208, Computation of Total Need. If there has been any change in need since the last computation, the recipient's total need shall be recomputed in accord with the provisions of Chapter XII, Determination of Need.

(Section Continued on Next Page)

351-30
Recorded

351-25
Recorded

New

Item 4. Responsible relatives--Indicate whether responsible relatives have been requested to sign Form Ag 226 or 225, which relatives have ability to assist, and efforts to secure such assistance. (See Sec. A-372 - item E.)

Items 5 and 6 are self-explanatory.

Item 7. The amount of OAS to which the recipient is determined by the reinvestigation to be eligible to receive shall be entered here irrespective of whether it appears elsewhere in the case record.

Item 8. The signature of the person completing the reinvestigation and the date shall be entered here.

(W&IC 2140)

County Report of Eligibility Investigation

1. Real Property: Verified information and source thereof.

2. Personal Property: Verified information and source thereof. If the spouse with whom the recipient is living is also a recipient of OAS include data to show the amount of personal property owned by this recipient, and the amount of combined personal property owned by the couple.

3. Income: Verified information and source thereof.

SOURCE	AMOUNT	SOURCE	AMOUNT
-----	\$-----	-----	\$-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

4. Responsible Relatives: Has each responsible relative living within the State been requested to sign Form Ag 225 revised?-----

Which relatives are considered to have a degree of liability under the Relatives' Contribution Scale?

5. Date of last home visit to recipient-----. If visit was not made, indicate the substitute contact-----

6. Present living arrangement: (Check one)

Alone ☐ With Spouse ☐ With relatives other than spouse ☐ Boarding Home ☐
Private institution ☐----- Other ☐
Give Name

7. Amount of Old Age Security to which recipient is eligible?-----

8.-----
Signature of County Investigator Date

State No. _____

County No. _____

RECIPIENT'S AFFIRMATION OF ELIGIBILITY FOR OLD AGE SECURITY

I, _____, residing at _____,

Print or Type Name in Full

Street Number or R.F.D.

City _____, County of _____,

California, herewith affirm my belief that I am eligible for Old Age Security, to wit:

I do not own real property with an assessed value, less all encumbrances thereon of record, in excess of three thousand five hundred dollars (\$3,500.00).

The combined real property of my spouse and myself does not have an assessed value, less all encumbrances thereon of record, in excess of three thousand five hundred dollars (\$3,500.00).

I live in a home which I own in whole or in part _____

Yes No

My spouse and/or I have acquired real property consisting of _____
since my last application for Old Age Security.My spouse and/or I have disposed of real property consisting of _____
since my last application for Old Age Security.

I do not have personal property, the value of which less all encumbrances thereon of record is in excess of twelve hundred dollars (\$1,200.00).

I have acquired personal property consisting of _____
since my last application for Old Age Security.I have disposed of personal property consisting of _____
since my last application for Old Age Security.

I am in need. I have income, not including Old Age Security, as follows:

SOURCE	AMOUNT OF CASH	OTHER THAN CASH—SPECIFY SUCH AS FREE RENT, FOOD, ETC.
Spouse	\$ _____	_____
Children	_____	_____
Other Relatives or Friends	_____	_____
Earnings	_____	_____
Rentals	_____	_____
Annuities or Insurance	_____	_____
Servicemen's Allowances	_____	_____
Stock Dividends	_____	_____
Interest	_____	_____
Social Security Benefits	_____	_____
Civil, Military or Fraternal Pensions	_____	_____
Other	_____	_____

I have received during the past year, other than Old Age Security, income from the following sources _____

My spouse is living _____ His, or her, address is _____

Yes or No

I have _____ living children.

I have been an inmate of a hospital or institution since my last application for Old Age Security _____

Yes or No

I solemnly swear or affirm that the statements above set forth are true and correct to the best of my knowledge and belief, and that I will notify the county authorities promptly of any change in my income or in my property holdings or financial condition, and of any change in address.

NOTE.—When recipient can not sign his name, the signature of two witnesses to his mark must appear.

Signature or Mark of Applicant

Witness to Mark

Witness to Mark

Subscribed and sworn to before me this _____ day of _____, 19_____.

NAME _____ Title _____

Signature of Person Qualified to Acknowledge an Affidavit

Section 4295, Political Code, as amended by 1939 Legislature provides, in part: (5) "Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from any agency or department of the United States Government, the State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath."

When there is need for a reinvestigation of eligibility during temporary absence from the state or county the assistance of the welfare agency in the locality in which the recipient is living shall be requested in completing the reinvestigation. An Affirmation of Eligibility (Form Ag 206) shall be sent to the agency with the request that the agency interview the recipient, secure the signed Form Ag 206 and return it together with a report of the recipient's statement of his plan regarding residence, his living arrangements, the source and amount of his income, etc., The other agency shall be requested to secure information regarding the recipient's current needs, including special needs, by completing the left half of Form Temp 158 Ag or by submitting this information by letter.

Sufficient information about the recipient and the nature of the information desired should be given in the letter of inquiry, so that the out of state agency may proceed intelligently in collecting and transmitting the necessary information. The requirement that the recipient have his signature acknowledged before a notary or other person authorized to attest his signature is optional with the county.

If the signed Affirmation of Eligibility and the agency's report is not returned within a reasonable time after follow-up is made, direct request shall be made to the recipient to complete the Form Ag 206 and to forward it together with his statement of his intent with respect to residence and his living arrangements. (See Sec. A-555, Continuation of Aid while Recipient is Absent from State or County.) (W&IC 2140, 2141, 2184)

A-390 REINVESTIGATION DURING INTER COUNTY TRANSFER

A-390

When the due date of reinvestigation falls within the three months immediately preceding the effective date of transfer of aid from one county to another, the county currently paying aid need not make the reinvestigation as the second county will be making an investigation before it grants aid. (W&IC 2140, 2141, 2184.)

351-80
Recorded
New

351-90

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CHAPTER XIV

INTER-COUNTY TRANSFERS

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Removal from County of Residence	A-1400
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Change of County Residence Prior to Granting of Aid. . .	A-1440
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Discontinuance & Restoration of Aid During Transfer Period	A-1495

verification of state residence, verification of real and personal property holdings, the latest responsible relative forms (AG 225 ~~and 226~~) and Letters of Guardianship or Summary of Letters of Guardianship (DPA 5), when applicable. If there is doubt as to whether it is the recipient's intent to establish residence in the second county, forwarding of these certified copies to the second county may be postponed until the second county interviews the recipient and completes Section B of Form AB 215, Notification of Transfer. (See Sec. B. below.)

370-00
reworded

5. Send Form AB 217, Notification to Recipient Who Changes County Residence, to the recipient at the time Section A of Form AB 215 is completed. This notification informs the recipient of future county procedure and of his own responsibilities if delay or interruption of aid is to be avoided.

B. The second county, as soon as possible after receipt of Form AB 215 shall:

370-00
and
new

1. Verify the presence of the recipient in the county, by making a home call or interviewing the recipient elsewhere, and secure the completed Affidavit of County Residence (Form AB 216). (When non-county aid is to be granted by the second county, Form AB 204, Applicant's Affidavit of Intent as to Residence, shall be secured in place of AB 216, to substantiate the date residence was established in the second county.) At the time of this initial contact the second county may secure the completed application, Form Ag 200. In transferring responsibility for payment of aid from one county to another an application in the second county is not legally required. However, in order that financial documents in the second county will be complete the securing of an application by the second county is recommended. The date of signature on the application in the second county is not pertinent and in no way affects the beginning date of aid in the second county.

370-00
reworded

2. Obtain residence evidence (if a lapse of time occurred between the date of removal from the first county and the establishment of residence in the second county) which will support or refute the presumption that the required one year period of residence in the second county started upon date of removal from the first county. Evidence obtained under these circumstances shall be entered on Form AB 216 (or AB 204 when used).

370-00
reworded

3. Complete Section B of Form AB 215, taking into consideration any changes which might affect the grant of aid, retain one copy and return two copies to the first county, along with any specific information requested by the first county.

122-70
370-00
combined &
reworded

4. Complete the Certificate of Eligibility, Form AG 201, in the same way as for any new application.

(Section Continued on Next Page)

A-1400 REMOVAL FROM COUNTY OF RESIDENCE

A-1400

When a regular or non-county recipient moves to another county in the state with intent to make it his residence, there shall be no interruption of aid due to such change of residence. A regular recipient is defined as one who has been a resident of the county through which he is receiving aid for one year or more. A non-county recipient is one who has been a resident of the county through which he is receiving aid for less than one year. Aid to a regular recipient shall be paid by the first county until a one-year period of residence in the second county is completed, if the recipient remains otherwise eligible. Aid to a non-county recipient shall be granted by the second county as soon as possible. Non-county aid will be reimbursed in full by the state until continuous residence of one year has been completed in a single county, if the recipient remains otherwise eligible.

122-50
122-70 combined
and reworded

The presumption is that residence in the second county starts upon the date of removal from the first county unless the presumption is refuted by positive evidence. (W&IC 2140, 2200)

122-50
370-00 combined
and reworded

A-1420 PROCEDURE FOR TRANSFER OF AID

A-1420

Upon receipt of information that a regular or non-county recipient has established residence in a second county the following procedure shall be initiated. The counties involved are designated as follows: first county, the county which is currently paying aid; second county, the county to which residence has been changed; third county, any subsequent county to which residence may be changed prior to completion of one year of residence in the second county. Action is listed by chronological steps.

A. The first county, as soon as possible after the recipient's removal shall:

1. Complete Form AB 215, Notification of Transfer, in quadruplicate, Section A being completed in full. The date on which the next reinvestigation is due shall be noted under Section A. One copy shall be retained and three copies sent to the second county. (Facsimile signatures of county workers are acceptable on Form AB 215 provided they are affixed by the special authority of the person whose signature is used.)
2. Supply the second county with any pertinent information other than that shown in Section A of Form AB 215, and request any specific information desired from the second county.
3. Advise the second county of the recipient's residence status in the first county; i.e., regular recipient or non-county recipient. If non-county, the date residence was established in the first county shall be given.
4. Provide the second county with certified copies of the Application, (Form AG 200), Certificate of Eligibility, (Form AG 201), age and citizenship evidence which established eligibility,

122-70
370-00
combined and
revised

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370-00

370-00
reworded

(Section Continued on Next Page)

- C. The first county upon the return by the second county of Form AB 216 (or AB 204 if non-county) and of Form AB 215 with Section B completed, shall:
1. Complete and sign Section C of Form AB 215. One copy shall be retained, and one returned to the second county.
 2. Send to the recipient Notification of Effective Date of Transfer, Form AB 218, at least one month prior to the effective date of the transfer.
- D. The second county shall begin payment of aid in a regular case on the first day of the month following the completion of one year of residence in that county, unless the date of one year of residence falls on the first of the month, in which event aid shall begin on that date.

In non-county cases assumption of responsibility by the second county shall be at the earliest possible date, but in no event shall there be lag or overlapping between date of discontinuance by the first county and date of beginning aid in the second county. When it is impossible for the second county to complete the investigation and grant aid by the date on which the recipient would have gained the required residence in the first county and participation would normally have begun in the first county, aid shall be continued by the first county and will be reimbursed on a non-county basis by the state. Such payment of non-county aid by the first county shall not continue later than the date upon which participation in payment of aid is in order in the second county, (the first of the month following completion of one year's residence in the second county, unless the date of completion of one year's residence falls on the first of the month, in which event aid shall begin on that date). (W&IC 2140, 2160, 2200; Atty. Gen's. Opin. # NS 891)

370-00

370-00

370-00
reworded
and new

122-50

122-70

NOTIFICATION OF TRANSFER

Date.....

County No.....

State No.....

(A) To..... FROM.....
County of Second Residence County of First ResidenceThis is to notify you that....., a recipient of:
Name of Recipient(Check one) 1. ☐ Aid to Needy Blind, 2. ☐ Aid to Partially Self-Supporting Blind Residents,
3. ☐ Old Age Security, in the amount of \$..... a month paid through.....
County of First Residencehas moved to your county and is living at.....
Address in Second County

Signature of County Worker, First County

Date.....

(B) To..... From.....
County of First Residence County of Second ResidenceTHIS IS TO CERTIFY that according to investigation we have been able to make to date, it was
found that....., established
Name of Recipient Addresshis residence by union of act and intent in the county of.....
County of Second Residenceon....., that eligibility has continued and it is recommended that
Date Residence Established 2nd Co. Recipient's Affidavit(Check one) 1. ☐ Aid to Needy Blind, 2. ☐ Aid to Partially Self-Supporting Blind Residents, 3. ☐ Old
Age Security continue in the amount of \$..... a month. The date for beginning payment of aid
by..... will be..... if applicant is otherwise eligible.
County of Second Residence

Signature of County Worker, Second County

Date.....

(C) To..... From.....
County of Second Residence County of First ResidenceThis is to notify you that (Check one) 1. ☐ Aid to Needy Blind, 2. ☐ Aid to Partially Self-
Supporting Blind Residents, 3. ☐ Old Age Security, will continue in the amount of \$.....
a month to.....
Name of Recipient Addressand the date for discontinuance of aid in first county will be.....
unless there is a change in residence or other eligibility status.

Signature of County Worker, First County

DIRECTIONS FOR HANDLING NOTIFICATIONS OF TRANSFER

First county fills out Section (A) on 5 copies of Form AB 215, retaining 1 copy and sending 4 to the second county. Second
county fills out Section (B), retaining 1 copy and returning 3 to the first county. First county fills out Section (C), retaining 1 copy,
sending 1 copy to the State Department of Social Welfare, and returning 1 to the second county with certified copies of original application
and supporting documents.

NOTIFICATION OF CHANGE OF COUNTY RESIDENCE

COUNTY.....

COUNTY No.....

STATE No.....

DATE.....

NAME.....

ADDRESS.....

We have advised..... County that you have moved to that county with the intent to make it your future home. Within the near future a representative of the County Welfare Department where you are now living will communicate with you.

..... payments will be made from this county for a
(Indicate type of aid)
temporary period and thereafter, if you remain eligible, they will be paid through the county in which you are now living.

It is our desire that aid shall be received continuously and without interruption so long as you remain eligible. Your cooperation is necessary, however, in order that this may be possible. The county which issues a monthly warrant to you must be kept informed of all changes in your address. Should circumstances make it necessary for you to move to a new address before payment of aid is assumed by the county in which you are now living, please notify this department as well as the County Welfare Department where you are now living before you move. Any oversight on your part in notifying proper authorities may result in a delay or interruption in your aid.

In accordance with your sworn statement on your signed application, we urge you to discuss promptly with your local County Welfare Department, any changes in your circumstances or financial condition. This will include reporting of purchase or sale of real or personal property, and any changes in your income from property, responsible relatives, earnings, or any other source. It also includes reporting of changes in your need.

County _____

County No. _____

State No. _____

Recipient's Affidavit of Residence*(For use of recipient who changes county residence under Section 2200 or Section 3090 or Section 3450 of the Welfare and Institutions Code)*

THIS IS TO CERTIFY, That I, _____

left the County of _____ on _____ and decided to make my residence in the County of _____ on _____.

I made this change for the following reason: _____

NOTE.—When the applicant can not sign his name, the signatures of two witnesses to his mark must appear.

Signature or mark of affiant
(Name to be given as above)_____
Witness to mark_____
Witness to mark

Subscribed and sworn to before me this _____ day of _____ 19____

NAME _____ Title _____

Signature of County Clerk or person authorized to acknowledge an affidavit

Section 6105 of the Government Code provides: "Whenever an oath or affidavit is necessary in order that a person may obtain charity or relief from any agency or department of the United States, the State, or any political subdivision thereof, no fee shall be charged for the taking of the oath."

County_____

Case Name_____

County No._____

State No._____

Applicant's Affidavit of Intent as to Residence(For use of applicant who is making application under Section 2160-d
or Sections 3042 and 3432 of the Welfare and Institutions Code)

THIS IS TO CERTIFY, That I, _____,
moved to the County of _____, State of California, on _____.

During the three year period before moving to this county I lived in the following counties:

COUNTY	FROM (Date)	TO (Date)	REASON FOR CHANGE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I moved to this county for the following reason:

I decided to make my residence in this county on _____.

Date

SIGNATURE OR MARK OF APPLICANT

NOTE.—When the applicant can not sign his
name, the signatures of two witnesses
to his mark must appear.

Witness to mark_____
Witness to mark

Subscribed and sworn to before me this _____ day of _____ 19____

Name _____ Title _____

Signature of person authorized to acknowledge an affidavit

This form or a certified copy thereof shall be submitted to the State Department of Social Welfare with the application for noncounty aid.

Section 6105, Government Code, provides: "Whenever an oath or affidavit is necessary in order that a person may obtain charity or relief from any agency or department of the United States, the State, or any political subdivision thereof, no fee shall be charged for the taking of the oath."

NOTICE OF EFFECTIVE DATE OF TRANSFER

County.....

County No.....

State No.....

Date.....

NAME.....

ADDRESS.....

In accordance with our records, responsibility for payment of your aid will be assumed by the
County of.....on....., 19......

The County of.....will discontinue your.....
(Indicate type of aid)

on....., 19......

If you have any questions, we suggest that you get in touch with the County Welfare Department in the county where you are now living.

The third county shall, as soon as possible, secure a signed application and, if possible, grant aid on a non-county basis effective the first of the month following completion of one year's residence outside the first county. If it is impossible for the third county to secure an application and grant aid effective on the first of the month following completion of one year's residence outside the first county, the first county shall continue aid and arrange with the third county a discontinuance date which will permit continuous payment of aid. Continued payment of aid by the first county after the first of the month following the date on which the recipient has completed one year's residence outside that county shall be on a non-county basis. In no event may the first county continue non-county aid beyond the first of the month following the date on which the recipient has completed one year's residence in another county.

EXAMPLE: An OAS recipient receiving aid on a regular basis and residing in County A, removed to County B on June 8, 1950, with intent to reside there. Transfer arrangements were initiated with County B, County A to discontinue aid as of June 30, 1951. However, recipient moves to County C and establishes residence there on October 1, 1950. County A cancels transfer arrangements with County B, informs County C of the above fact, and enters into transfer arrangements with County C. County C secures the signed application and completes the investigation, granting non-county aid effective July 1, 1951, (The first of the month following completion of one year's residence outside County A.) County C will participate in payment of aid on and after October 1, 1951.

When a non-county recipient moves from the second county to a third county before completing a one-year period of residence in the second county and before the second county has granted aid, transfer arrangements with the second county shall be cancelled and new transfer arrangements entered into with the third county. The second county shall be asked to forward to the third county such certified copies of documents as were furnished the second county by the first county at the time transfer arrangements were made with the second county. The first county shall continue payment of non-county aid until it is possible for the third county to grant aid but not later than the first of the month following the date on which the recipient has completed one year's residence in the third county.

County financial participation begins as of the first day of the first month after the date upon which one year of county residence is completed unless that be the first day of the month in which event participation shall begin on that day. (W&IC 2140, 2160, 2200.)

(Section Continued on Next Page)

A-1440 CHANGE OF COUNTY RESIDENCE PRIOR TO GRANTING OF AID

A-1440

If county residence is changed after an application has been signed but before aid has been granted, the county in which the application was filed shall be responsible for completing the investigation and granting aid in the amount to which the applicant is eligible. Reimbursement shall be claimed on a non-county basis.

232-40
reworded

The county granting the application shall make immediate arrangements for transfer of responsibility for payment of aid to the county in which the recipient established residence. The counties involved shall agree upon the date of discontinuance by the first county. The second county shall assume responsibility for payment of aid on the earliest possible date and claim reimbursement on a non-county basis until one year of residence has been completed. There shall be no lag or overlapping between the date of discontinuance by the first county and the beginning date of aid in the second county.
(W&IC 2140, 2160D)

A-1460 TRANSFERRED RECIPIENT WHO RETURNS TO COUNTY OF FIRST RESIDENCE A-1460

Should a regular recipient move to a second county with intent to reside and then return after an absence of less than one year to the first county with intent to remain, his residence in the first county is deemed not to have been interrupted. Aid shall be continued by the first county on a joint state and county basis, if eligibility continues. However, if aid has been discontinued because of established ineligibility during the period of absence from the first county, aid is paid on a non-county basis until the required period of county residence is again completed in the first county.

122-60
reworded

Should a non-county recipient move to a second county, with intent to reside and then return to the first county before the first county has discontinued aid, payment of aid on a non-county basis through the first county shall continue until the recipient has acquired a year's continuous residence in that county. (W&IC 2140, 2200)

122-70
reworded

A-1480 REMOVAL OF TRANSFERRED RECIPIENT TO A THIRD COUNTY

A-1480

When a regular recipient changes his residence from a second to a third county before one year's residence is completed in the second county, the first county continues to be responsible for the payment of aid on a participating basis until the end of the month following completion of a one-year period from the date residence in the second county was established (unless the change of residence took place on the first day of the month). (For exception see Sec. A-1495, Discontinuance and Restoration of Aid During Transfer Period.)

122-65
reworded

The first county shall notify the third county of the change in county residence and shall request the second county to forward to the third county such certified copies of documents as were furnished the second county by the first county at the time transfer arrangements were made with the second county. Transfer arrangements shall then be entered into with the third county.

(Section Continued on Next Page)

Example: A non-county aid recipient who would have completed one year's residence in County A on September 15, 1950 established residence in County B on August 15, 1950, but moved on to County C on October 23, 1950. Transfer arrangements which had been entered into between County A and County B were not yet completed at the time the recipient moved to County C. Therefore, County A cancelled the transfer arrangements with County B and initiated transfer arrangements with County C. County C agreed to grant aid on a non-county basis effective 1/1/51. County A continued payment of aid on a non-county basis until County C granted aid. County C pays aid on a non-county basis until 11/1/51 (the first of the month following completion of one year's residence in County C). (W&IC 2140, 2160, 2200)

A-1495 DISCONTINUANCE AND RESTORATION OF AID DURING TRANSFER PERIOD A-1495

When payment of aid by the first county (either on a participating or non-county basis) is discontinued for cause, subsequent to the recipient's removal to the second county, responsibility of the first county ceases. Should the former recipient request restoration of aid, a new application shall be taken by the second county. If eligibility is established but residence of one year in the second county has not been completed, aid is payable on a non-county basis until the end of the month in which the required one-year period of county residence is completed. If, however, residence in the second county was established on the first of the month, the second county participates in the payment of aid one year from such date.

122-53
reworded

EXAMPLE: A recipient of OAS in County A, moved to County B, with intent to reside, on October 10, 1950. On December 15, 1950, he received an inheritance which brought his personal property in excess of the maximum. Aid was discontinued by County A effective December 31, 1950. The former recipient's personal property is reduced within the maximum and he again requests aid in June 1951. His application is taken by County B and non-county aid is granted by County B effective July 1, 1951. If recipient continues to reside in County B, that county will participate in payment of aid on and after November 1, 1951.

Should payment of aid by the first county be discontinued inadvertently or without cause, the above rulings do not apply and the first county shall be responsible for restoration and for continued payment of aid in the same manner as though payment of aid had not been interrupted.
(W&IC 2140)

When payment of aid by the first county (either on a participating or non-county basis) is discontinued for cause, subsequent to the recipient's removal to the second county, responsibility of the first county ceases. Exception: If in any transfer case it is necessary to discontinue aid to adjust for overpayment within the current adjustment period due to an initial OASI payment, the first county shall restore aid. The first county shall continue aid until the date when the second county is due to assume responsibility in the same manner as though aid had not been interrupted.

DB 446

Should the former recipient request restoration of aid, a new application shall be taken by the second county. If eligibility is established but residence of one year in the second county has not been completed, aid is payable on a non-county basis until the end of the month in which the required one-year period of county residence is completed. If, however, residence in the second county was established on the first of the month, the second county participates in the payment of aid one year from such date.

122-53
reworded

EXAMPLE: A recipient of OAS in County A, moved to County B, with intent to reside, on October 10, 1950. On December 15, 1950, he received an inheritance which brought his personal property in excess of the maximum. Aid was discontinued by County A effective December 31, 1950. The former recipient's personal property is reduced within the maximum and he again requests aid in June 1951. His application is taken by County B and non-county aid is granted by County B effective July 1, 1951. If recipient continues to reside in County B, that county will participate in payment of aid on and after November 1, 1951.

Should payment of aid by the first county be discontinued inadvertently or without cause, the above rulings do not apply and the first county shall be responsible for restoration and for continued payment of aid in the same manner as though payment of aid had not been interrupted.

(WIC 2140)

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
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STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

September 21, 1951

T-22
CA-2

FILED

In the Office of the Secretary of State
of the State of California

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO: SEP 21 1951

At 4 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

Dear Mr. Jordan:

Attached are three copies of regulations which will be issued by the State Department of Social Welfare with Old Age Security Manual Letter No. 6, including the following chapters of the Manual of Policies and Procedures - Old Age Security, and three copies of the resolution which obsoletes certain specified regulations:

Chapter I - General Provisions
Chapter II - Application Process
Chapter III - Investigations
Chapter IV - Inter-county Transfers

These regulations were approved by the State Social Welfare Board on September 19, 1951, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 114(b).

The following sections are issued pursuant to the specified chapters of the Statutes of 1951 and are effective September 22, 1951, the effective date of the statutes, and are being filed in accordance with Sections 11380 and 11422(a) of the Government Code.

Sec. A-115, Chapter 1548	Sec. A-276, Chapter 772
A-180, Chapter 84	A-280, Chapter 1091
A-198, Chapter 772	A-306, Chapter 772
A-272, Chapter 1548	A-330, Chapter 84

All other sections of this material and the resolution are effective September 22, 1951, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest. These sections are filed in accordance with Sections 11380, 11421(b), and 11422(c) of the Government Code.

Also included is the complete index to the Manual of Policies and Procedures - Old Age Security, including an index to the forms.

Very sincerely yours,

[Signature]
Charles I. Schottland
Director

Attachments

Certified as a Regulation (or
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Charles J. Schotland

(Signature)

Director

(Title)

9-21-57

(Date)

OAS MANUAL

~~The Board is requested to approve the following resolution which specifies regulations made obsolete by the four chapters of the new OAS Manual being presented at this time.~~

RESOLUTION

The four chapters of the Manual of Policies and Procedures - Old Age Security which are effective September 22, 1951, supersede on September 22, 1951, all sections in the following chapters of the Manual of Policies and Procedures in so far as they pertain to Old Age Security.

Chapter 101 Purpose & General Provisions
Chapter 200 Applications
Chapter 230 Investigation and Decision
Chapter 350 Continuing Services
Chapter 700 State Case Numbers

The provisions of the following bulletin are obsolete on September 22, 1951, in so far as they pertain to Old Age Security:

446

FILED
In the Office of the Secretary of State
of the State of California

SEP 21 1951
At 4 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]* Deputy

T-22
4-2

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SAN FRANCISCO OFFICE
EXBROOK 2-8751
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948 MARKET STREET
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Earl Warren
Governor

STATE HEADQUARTERS
SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

September 21, 1951

ADDRESS REPLY TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of the regulations which will be issued by the State Department of Social Welfare with Old Age Security Manual Letter No. 5. Section A-960 is issued pursuant to Chapter 1719, Statutes of 1951, and is effective September 22, 1951, the effective date of this statute. Sections A-840 and A-850 are effective October 1, 1951, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

These regulations were approved by the State Social Welfare Board on September 19, 1951, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 114(b) and are being filed in accordance with Section 11380 and 11422 (a) of the Government Code.

Department Bulletin No. 458 is obsolete.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

FILED

In the Office of the Secretary of State
of the State of California

Attachments

SEP 21 1951

At 4 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Deputy

Certified as a Regulation (or
as Regulations) of the

Department of Social Welfare
(Name of State Agency)

Charles J. Schoenwald
(Signature)

Director
(Title)

9-21-51
(Date)

A. TRANSFER OF PROPERTY FOR FAIR CONSIDERATION

A transfer of property in which the grantor receives adequate consideration in return for his equity in the property does not result in ineligibility, presuming the remaining personal property does not exceed the maximum allowed. Consideration may be in the form of any other type of property such as money, securities, real estate, etc. (See Sec. A-765, Conversion of Real or Personal Property.)

A fair consideration does not necessarily imply full reimbursement for all funds expended on the property transferred. Changing property values often result in receipt of less than the investment. A reasonable estimate of the equity may be obtained by deducting the amount of indebtedness against the property from the current market value. Persons who know local real estate values, such as local bankers or licensed real estate brokers, may be consulted for such an estimate.

(a)

Portions of this section not
relevant to changes are omitted
from this agenda.

E. TRANSFER OF REAL PROPERTY WITH RETENTION OF LIFE ESTATE

There must be written evidence of a life estate. Such evidence may appear in the body of the deed which is executed and delivered to the remainderman. It may also be evidenced by a separate written agreement between the parties wherein the remainderman conveys a life estate to another and retains the remainder for himself. Such an agreement must be recorded. (Payments made by the remainderman on an encumbrance against the property do not represent income to the recipient if it is established that (1) the property was encumbered by the remainderman, either before or after the execution of the agreement creating the life estate, and (2) the agreement stipulates that the remainderman is responsible for payment of such encumbrance.)

1. Home Property

Transfer, at any time, of real property with retention of life estate does not result in ineligibility when the property is the home of the grantor and it will continue to be utilized to meet his housing need.

2. Property Other Than the Home

It is presumed that there was no intent to qualify for aid (or for a greater amount of aid) if real property was transferred with retention of life estate more than two years prior to application, or prior to July 1, 1950, whichever is the later date.

(b)

(Section Continued on Next Page)

(a) The final paragraph relating to transfer with retention of life estate is deleted, and revised policy on the subject is included in Item E of this section.

(b) Revised - To incorporate new rulings governing life estate.

Transfer of real property with retention of life estate within two years prior to application, or after July 1, 1950, whichever is the later date, is presumed to have been made with no intent to qualify for aid (or a greater amount of aid) if:

- (1) The property is being utilized (or a plan for utilization is in progress) and the transfer does not preclude future utilization by the life tenant

or

- (2) Utilization of the property is not feasible, and sale would be a "useless act" as defined in Section A-715, Utilization of Real Property.

The presumption that eligibility is not affected by transfer of property with retention of life estate under any of the foregoing circumstances may be refuted only by factual evidence.

(See Secs. A-715, Utilization of Real Property, A-850, Item D, Transfer of Property With Retention of Life Estate, and A-850, Item E, Relinquishment of Life Estate to Avoid Utilization.) (W&IC 2007.5, 2140, 2164, 2222, AGO NS2291.)

(b)

Portions of this section not
relevant to the change are omitted
from this agenda.

D. TRANSFER OF REAL PROPERTY WITH RETENTION OF LIFE ESTATE

Transfer of real property with retention of life estate as the only consideration results in ineligibility if:

1. The transfer occurred on or after 7/1/50 or within two years prior to application whichever is later,

and

2. Utilization of the property was not feasible, but the market value was such that personal property holdings would have exceeded the maximum had the property been sold, i.e., sale would not have been a "useless act". (See Sec. A-715, Utilization of Real Property, Sec. A-840, Items E, Transfer of Real Property with Retention of Life Estate and Item E below, Relinquishment of Life Estate to Avoid Utilization.)

E. RELINQUISHMENT OF LIFE ESTATE TO AVOID UTILIZATION

Relinquishment of a life estate interest in real property is presumed to be for the purpose of avoiding utilization if:

1. The property is being utilized by the life tenant either as his home or otherwise, or utilization is feasible,

and

(a)

2. The life tenant does not receive adequate consideration.

Unless this presumption is refuted by factual evidence, ineligibility results.

The following guides shall be used in evaluating the adequacy of the consideration for relinquishment of the life estate:

1. Relinquishment of Life Estate In Property Transferred Prior to 7/1/50 or Two Or More Years Prior to Application (Whichever Date is Later)

Consideration for the life estate interest should be not less than its value as determined by the California State Gift Inheritance Tax formula. To arrive at the value of a life estate in accord with the California State Inheritance Tax formula, the following steps are necessary:

- a. Determine the appraised value of the property.

(Section Continued on Next Page)

- b. Deduct encumbrances from the appraised value.
- c. Multiply the net appraised value by 4%.
- d. Ascertain from the annuity table as shown below the figure which is opposite the nearest age of the life tenant at time of relinquishment.

<u>AGE</u>	<u>ANNUITY</u>	<u>AGE</u>	<u>ANNUITY</u>
60 - - -	9.41474	79 - - -	3.89858
61 - - -	9.09765	80 - - -	3.66071
62 - - -	8.78052	81 - - -	3.42900
63 - - -	8.46412	82 - - -	3.20258
64 - - -	8.14888	83 - - -	2.98024
65 - - -	7.83552	84 - - -	2.76106
66 - - -	7.52476	85 - - -	2.54366
67 - - -	7.21699	86 - - -	2.32795
68 - - -	6.91298	87 - - -	2.11384
69 - - -	6.61301	88 - - -	1.90115
70 - - -	6.31716	89 - - -	1.69107
71 - - -	6.02612	90 - - -	1.48540
72 - - -	5.74003	91 - - -	1.28432
73 - - -	5.45928	92 - - -	1.09024
74 - - -	5.18402	93 - - -	.90647
75 - - -	4.91463	94 - - -	.73687
76 - - -	4.65125	95 - - -	.58435
77 - - -	4.39383		
78 - - -	4.14286		

(a)

- e. Multiply the figure obtained in Item c above by the figure which was obtained from Item d. For example, if the net appraised value of the unencumbered property in question is \$1,000, and if the life tenant's nearest age was 71, the value of her life estate interest in this property would be \$241.04. (\$1,000 multiplied by 4%, multiplied by the 71 age factor of 6.02612.)

2. Relinquishment of Life Estate in Property Transferred on or After 7/1/50 or Within Two Years Prior to Application (Whichever Date is Later)

Consideration for the relinquishment of the life estate interest should be the total net sale value of the property (unless the remainderman has actually invested money in the property in which event the amount to which the life tenant would be entitled may be modified to the extent of the investment of the remainderman.) (See Sec. A-860, Duration of Ineligibility Due to Transfer of Real Property.) (W&IC 2007, 2007.5, 2140, 2160g, 2163, 2165; AGO NS3782)

A. DEFINITIONS

A private institution is one which is owned, operated, and financed by a private individual, organization, or corporation and which is not supported in whole or in part by public funds.

A private institution may be a non-profit institution or it may be one which is operated commercially for profit. Care in a private institution may be given on a month to month basis or under a contract providing care for a period in excess of one month or for life.

A contract is for "life care" if, for a consideration, an organization, institution or individual is obligated to care for an inmate in its home for life. A life care contract may obligate the organization, institution, or individual to meet all of the resident's needs for life or the contract may be for less than complete support.

A transfer of property to a home or institution as a condition of admittance usually results in a contract with the home or institution for either total or partial support for life. The fact that the contract provides for cancellation by either party at any time, with or without cause, does not in itself alter the status of a contract as a life care contract. Payment of dues or assessments by a member of an organization or on his behalf, which funds are used in whole or in part toward the maintenance of a person in a home or institution operated by the organization, does not in itself entitle a member to receive care for life in the home or institution. The fact that the person has agreed or promised to pay for his maintenance in the event he receives a pension, bequest, devise, or other inheritance is immaterial to the existence of a life care contract.

(a)

B. ELIGIBILITY OF RESIDENTS IN A PRIVATE INSTITUTION OPERATED FOR PROFIT OR ON A NON-PROFIT BASIS

1. A resident of such an institution who has an enforceable contract whereby the institution is required to provide full and complete support (whether the contract be for life or for a lesser period) is not in need and is ineligible for aid.
2. A resident of such an institution who has an enforceable contract for less than full support may be eligible to receive OAS. If such a resident is otherwise eligible, his need shall be determined in the same manner as that of any other applicant for, or recipient of, OAS (see Chapter XII, Determination of Need). The value of any support or care which the home or institution is obligated to provide together with any additional support or care the institution is in fact providing shall be considered in the same manner as contributions in kind received from other sources. (See Sec. A-1164, Value of Contributions in Kind)

(Section Continued on Next Page)

(a) Revised - Includes provisions of Sec. A-970, which is being deleted. Rewritten to incorporate provisions of Chapter 1719, Statutes of 1951 (AB 3423 and AGO 51/40).

3. A resident of such an institution who receives care on a month to month basis and has no contract obligating the institution to provide him with care may, if otherwise eligible, be granted aid provided:

- a. He is required to pay the institution for the support furnished, or
- b. The support given without charge is such that his full need is not met.

A resident of a non-profit institution is considered obligated to pay if the governing body of the institution has adopted a resolution making a bona fide request for payment for the support given, and written notification of its requirements has been given to the residents, either collectively or individually. If payment is required, a copy of the resolution shall be on file in the county welfare department.

A resident of an institution operated commercially for profit is considered obligated to pay if the operator of the home or institution has made a written request for payment for the support given.

C. DETERMINATION OF NEEDS PROVIDED BY INSTITUTION UNDER CONTRACT OR OTHERWISE

Investigation shall be made from the institution's own records or from information made available by the SDSW to determine:

1. Whether the institution is obligated by contract to furnish the resident with total or partial support,
2. Whether the institution is in fact furnishing the resident with any necessities without charge, even though not obligated to do so.

This investigation shall consist of an examination of the bylaws or articles of incorporation whenever pertinent, review of the application, agreement, or contract between the resident and the institution, organization, or other parties, and discussion with persons responsible for operating the institution. If the resident has transferred property to the institution, the investigation shall include a determination of the income, if any, the recipient receives from the property.

If the results of the investigation leave doubt as to the existence of a contract for total or partial life care, the facts may be submitted to the State Department of Social Welfare for a decision.

If an institution ceases to carry out its contract because of insolvency, aid shall be granted to residents otherwise eligible.

(Section Continued on Next Page)

(a) Revised - Includes provisions of Sec. A-970, which is being deleted. Rewritten to incorporate provisions of Chapter 1719, Statutes of 1951 (AB 3423) and AGO 51/40).

Eligibility for admission to a private institution (either non-profit or one operated for profit) does not render a person ineligible for aid if he does not desire to avail himself of the privilege of entering such institution. An applicant for Old Age Security who has an insurance policy providing optional life care (total care or partial care) in an institution is not required to take up such option.

(a) A resident of a private institution who voluntarily cancels a life care contract for the purpose of qualifying for aid, or for a greater amount of aid, is not eligible. Determination as to the reason for cancellation of the contract shall be made by the county. If the welfare of the individual requires a living plan other than that provided by continued residence in the institution, the cancellation of a contract is not considered to be for the purpose of qualifying for aid. (W&IC 2140, 2160e, 2160.5, 2020, AGO NS 4353, AGO 51/40)

(a) Revised - Includes provisions of Sec. A-970, which is being deleted. Rewritten to incorporate provisions of Chapter 1719, Statutes of 1951 (AB 3423) and AGO 51/40.

A-970 LIFE CARE CONTRACTS IN PRIVATE INSTITUTIONS
(Deletion)

A-970

(a)

FILED

In the Office of the Secretary of State
of the State of California

SEP 21 1951

At 4 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By [Signature] Deputy

(a) Deleted - Incorporated into Sec. A-960

Certified as a Regulation (or
'as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Charles Schaub
(Signature)

Director
(Title)

9-21-57
(Date)

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
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SAN FRANCISCO OFFICE
EXBROOK 2-8751
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Earl Warren
Governor

STATE HEADQUARTERS

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616 K STREET
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STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

September 21, 1951

ADDRESS REPLY TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare pursuant to Chapters 1400 and 1533, Statutes of 1951. Department Bulletin No. 464 is effective September 22, 1951, which is the effective date of Chapter 1400, and Department Bulletin No. 463 is effective November 1, 1951.

DEPARTMENT BULLETIN NO. 463 (Fiscal)
DEPARTMENT BULLETIN NO. 464 (ANC)

These regulations were approved by the State Social Welfare Board pursuant to powers conferred upon it by the Welfare and Institutions Code in Sections 103, 103.5, 114(b), 1510, 1511, 1552.2, and 1556.5 on September 19, 1951, and are being filed in accordance with Sections 11380 and 11422(b) of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

FILED
In the Office of the Secretary of State
of the State of California

Attachments

SEP 21 1951
At 4 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *Ed. [Signature]* Deputy

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

September 20, 1951

DEPARTMENT BULLETIN NO. 463 (FISCAL)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS
LOS ANGELES JUVENILE COURT
SAN FRANCISCO JUVENILE COURT

Subject: Claims for Children in Boarding
Homes and Institutions under
W&IC Section 1556.5, effective
October 1, 1951

Chapter 1533, Statutes of 1951, (Senate Bill 949), effective October 1, 1951, changes the maximum State basis to \$60.00 per month for each child who is in an institution or a boarding home and receiving ANC from the county.

This change eliminates the necessity for compiling claims in alphabetical order by names of payees since there are no longer "first" and "second" children to be considered in each boarding home.

Effective with the month of October 1951 ANC Boarding Home and Institution claims ~~shall~~ ^{may} be compiled in State case number order. The names of the payees, the name of each child, the amount paid and State basis amount claimed for each individual child, the warrant numbers and number of children shall be shown on the payrolls and contra rolls. Claims shall be compiled on the forms and in the manner prescribed in Department Bulletins 423-B and 454.

Sections 626-40, 627,20 and 629-99 of the Manual of Policies and Procedures are hereby modified.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director
In the Office of the Secretary of State
of the State of California

SEP 21 1951

At 4 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *Ed Brown*
Deputy

AREA OFFICES
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Earl Warren
Governor

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STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

October 31, 1951

ADDRESS REPLY TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 465 (All Prog)

These regulations were approved by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103, 103.5, 103.6, 1562, 2190, and 3091.5 on October 25, 1951, and are being filed in accordance with Section 11380 of the Government Code.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

In the Office of the Secretary of State
of the State of California

NOV 1 1951

At 3:07 P.M.
FRANK M. JORDAN, Secretary of State
By *Chas. J. Gray*
Deputy

Certified as a Regulation (or
as Regulations) of the

Department of Social Welfare
(Name of State Agency)

C. J. Schmalens
(Signature)

Director
(Title)

10-31-57
(Date)

CHARLES I. SCHOTTLAND
Director

EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

October 24, 1951

DEPARTMENT BULLETIN NO. 465 (All Prog)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DIRECTORS
COUNTY AUDITORS

Subject: Destruction of Case Histories
(All Aids)

The provisions of Sections 1562, 2190 and 3091.5, as amended by Chapter 193 of the Statutes of 1949, and Chapter 84 of the Statutes of 1951, authorize the destruction of case histories of recipients who have not received aid from the county for in excess of 5 years prior thereto. The statutes prescribe the use of discretion on the part of boards of supervisors with respect to this authority.

Effective immediately, counties are authorized to destroy case histories, including narratives, application forms, affirmation forms, certificates of eligibility, and notices of change, provided the recipient has not received aid from the county for the past 5 years.

In the exercise of discretion the county shall ascertain that such former recipients are not obligated to repay assistance in accordance with current repayment policies. In no event shall case records containing promissory notes, mortgages and similar documents with respect to recipients owing repayments be destroyed.

Ledgers, registers and other summary financial records do not constitute part of the case history and may not be destroyed under the above statutory provisions.

Sec. A-180 of the OAS Manual and Item D of Sec. B-218 of the AB Manual are hereby supplemented; Paragraphs 4 and 5 of Sec. C-030 of the ANC Manual are hereby modified.

FILED

In the Office of the Secretary of State
of the State of California

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

NOV 1 1951

At 3:07 o'clock P.M.
FRANK M. JORDAN, Secretary of State

By *[Signature]*
Deputy

AREA OFFICES

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

November 2, 1951

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:

Dear Mr. Jordan:

Attached are three copies of the following resolution approved by the State Social Welfare Board.

RESOLUTION RE CRITERIA FOR SELECTION OF EXAMINERS
AID TO THE BLIND

This resolution was approved by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103 and 103.6 on October 25, 1951, and is being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachments

FILED

in the office of the Secretary of State
of the State of California

NOV 2- 1951

At 3:30 o'clock ~~30 P~~ M.

FRANK M. JORDAN, Secretary of State

By *John G. Sager*
Assistant Secretary of State

Certified as a Regulation
as Regulations) of the

Department of Social Welfare
(Name of State Agency)

Charles J. Schottland
S.

(Signature)

Director

(Title)

11-2-51

(Date)

RESOLUTION RE CRITERIA FOR SELECTION OF EXAMINERS

It is proposed that the following criteria be adopted for the selection of examiners to determine degree of blindness in connection with the Aid to the Blind programs:

I. Criteria for Selection of Medical Examiners

Applicants for appointment as medical examiners shall be given consideration in the following order of preference:

- (A) Those physicians who are diplomats of the American Board of Ophthalmology or those physicians who are eligible to take the examinations for the American Board of Ophthalmology.
- (B) Those physicians who limit their practice to ophthalmology and who present evidence of adequate training in the speciality of ophthalmology.
- (C) Those physicians limiting their practice to eye, ear, nose and throat work and presenting evidence of having adequate training in ophthalmology.
- (D) Those physicians who have had training in ophthalmology but who practice in a community that will not permit their complete limitation to this speciality. Such individuals may carry on other types of practice in conjunction with their ophthalmological work.

II. Criteria for the Selection of Optometric Examiners

Applicants for appointment as optometric examiners shall be given consideration in accord with the following criteria:

- (A) Those optometrists who are members of the American Optometric Association.
- (B) Those optometrists who adhere to the Rules of Practice of the American Optometric Association.
- (C) Preference shall be given to those optometrists having the greatest extent of pre-professional and professional training.
- (D) Preference shall be given to those optometrists who have the greatest extent of experience.

The Department is authorized to add the names of examiners to the lists when such examiners have been selected in accord with the foregoing criteria and have been recommended to the Department for appointment by the Advisory Committee of Ophthalmologists or the Advisory Committee of Optometrists. Such additions to the lists of examiners shall be made by the Department between those times when the Manual Sections containing the lists of names of examiners are revised by notifying the county or counties concerned and the physicians or optometrists concerned. The Department is authorized to delete names of examiners when such examiners no longer cooperate in the program and when the deletion of the names of such examiners is concurred in by the appropriate Advisory Committee.

AREA OFFICES

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Earl Warren
Governor

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14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

November 19, 1951

ADDRESS REPLY TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of Section B-283 which will be issued by the State Department of Social Welfare with Aid to the Blind Manual Letter No. 6.

This regulation was adopted by the State Social Welfare Board on November 16, 1951, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.6, and 3083, and is being filed in accordance with Section 11380 of the Government Code.

This regulation is to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public procedure.

Very sincerely yours,

C. I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the office of the Secretary of State
of the State of California

NOV 19 1951

At 3.05 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

Certified as a Regulation (●
as Regulations) of the

Dept of Social Welfare

(Name of State Agency)

C. J. Silverland

(Signature)

Director

(Title)

11-19-51

(Date)

B-283 LIST OF AUTHORIZED OPTOMETRISTS FOR EYE EXAMINATIONS

ALAMEDABrown, Hugh V.
Emmes, Arthur B.406 American Trust Bldg.
7845 Castro Valley Blvd.Berkeley 4
Castro ValleyBUTTE

MacLeod, A. M.

Waterland-Breslauer Bldg.

Chico

CONTRA COSTAHurd, George R.
Johnson, Frank V., Jr.2363 Mt. Diablo Blvd.
2363 Mt. Diablo Blvd.Walnut Creek
Walnut CreekFRESNOBurkart, Carl
Kallmann, Herbert211 North Van Ness
1044 Fulton StreetFresno
Fresno 1KINGS

Duffy, Gordon W.

431 North Irwin Street

Hanford

LOS ANGELESAbel, Charles
Aberts, William M.
Baglien, James W.
Bergin, Dorothy
Buchanan, J. T.
Hamroff, Gabriel
Hilligoss, J. M.
James, L. Earl
Lady, Delmer C.
Leatart, LeRoy
Lewis, Gordon E.
Penner, Milton
Pons, Charles A.
Venable, Edwin W.950 West Jefferson Blvd.
10522 Venice Blvd.
2214½ West Florence Avenue
950 West Jefferson Blvd.
4350 Avalon Boulevard
1022 North Vermont Avenue
900 Pine Street
1224 Venice Blvd.
225 Santa Monica Blvd.
142 East 3rd Street
234 East Colorado Street
1533 West Magnolia Blvd.
610 South Broadway
193 South Hawthorne Blvd.Los Angeles 7
Culver City
Los Angeles 43
Los Angeles 7
Los Angeles 11
Los Angeles 29
Long Beach
Mar Vista
Santa Monica
Long Beach 12
Pasadena 1
Burbank
Los Angeles 14
HawthorneMENDOCINO

Marsha, Trevis D.

165 West Smith Street

Ukiah

PLUMAS

Elfant, Jack A.	156 Jackson Street	Quincy
-----------------	--------------------	--------

RIVERSIDE

Gorham, John R.	321 East Florida Avenue	Hemet
-----------------	-------------------------	-------

SAN BERNARDINO

McGrane, Lawrence H.	111 West Williams Street	Barstow
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SAN DIEGO

Holland, Allen C.	4204 University Avenue	San Diego
Scribner, Gordon R.	3814 5th Avenue	San Diego 3

SAN JOAQUIN

Player, Herbert S.	Bank of America Bldg.	Stockton
--------------------	-----------------------	----------

SANTA BARBARA

Hill, J. D.	1020 State Street	Santa Barbara
Hill, Stanley D.	1020 State Street	Santa Barbara

SHASTA

Day, Ladd R.	2024 Market Street	Redding
--------------	--------------------	---------

SOLANO

Leonard, Arthuer L., Jr.	406 Main Street	Vacaville
--------------------------	-----------------	-----------

TULARE

Dickson, James F., Jr.	133 South Mirage	Lindsay
Schill, Joseph C.	144 North M Street	Tulare

VENTURA

Braff, S. D.	528 South B. Street	Oxnard
Sledge, Lenard W.	1915 East Main Street	Ventura

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

November 21, 1951

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

ADDRESS REPLY TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare.

ADOPTION BULLETIN NO. 1

These regulations were approved by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103 and 115 on November 16, 1951, and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the office of the Secretary of State
of the State of California

NOV 21 1951

3:15 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *Chas. I. Schottland*
Assistant Secretary of State

Certified as a Regulation (or
as Regulations) of the

Department of Social Welfare
(Name of State Agency)

Charles A. Schmalens
(Signature)

Director
(Title)

11-21-51
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
October 31, 1951

ADOPTION BULLETIN NO. 1

TO: PRIVATE ADOPTION AGENCIES
PUBLIC ADOPTION AGENCIES

Subject: Relinquishment Adoptions;
Adoptive Actions Involving More
than One Agency

Situations are developing in which a child accepted for study or supervision by one adoption agency is, by cooperative arrangements, subsequently placed for adoption through another adoption agency. In some of these cases the mother continues to receive service in the originating agency after placement of the child. Effective immediately the following instructions shall be followed in reporting statistically on such cases involving more than one agency in the adoptive process. Statistical reporting on forms Adop M56A, M56B, and M56C is affected by these inter-agency arrangements.

Adop M56A

Item 11A, Homes in which adoptive placements were made: The agency which makes the adoptive placement shall footnote this item to show the number of children transferred from other agencies and placed in adoptive homes of this agency during the month.

Adop M56B

If a child who is relinquished to one agency is placed by another agency, it will be the responsibility of the agency to which the child is relinquished to report in Item 4A (Children Placed for Adoption). A footnote to Item 4A should indicate how many of the children reported were actually placed by another agency and the name of the agency or agencies.

Except for a footnote, the agency placing the child shall not report the relinquishment on Form Adop M56B, but will be responsible for promptly notifying the first agency that the child has been placed and the date. A footnote to Item 4A shall report the number of additional children placed during the month who were relinquished to another agency and the name of the agency.

These footnotes will enable the Bureau of Research and Statistics to reconcile any discrepancy between the entry in Item 4A of Form Adop M56B and the entry in Item 10A of Form Adop M56A (Homes in which adoptive placements were made).

Note: If a relinquishment is taken by one agency for another agency it is not reported by the agency taking the relinquishment but is reported by the agency on whose behalf the relinquishment was taken in the same manner as any other relinquishment is reported by that agency.

Adop M56C

Reporting on this form may be complicated by the occurrence of cases in which the mother remains in the adoption caseload of the agency after the child is transferred to an adoptive home of another agency. In such cases, the transfer of the child shall be shown by the originating agency as a footnote and not included in the case movement items of the form. If the mother remains in the caseload after transfer of the child, she shall be reported under Items 6, 8, 10 and 10F with an explanatory footnote. Upon completion of service to the mother (in connection with the adoption) termination of this service shall be reported under Items 9 and 9G, with an explanatory footnote identifying the case as the mother of a child transferred to _____ agency for adoptive placement.

The agency placing the child shall include the child in its intake in the M56C report for the month transferred by reporting it in Items 7, 8, 10 and either 10A, 10D, or 10F, and identifying it (by a footnote) as a transfer from _____ agency. The child shall not be counted in any of the items (1-5) of the Request section unless it was transferred by the other agency prior to acceptance for study or supervision. Hence, Item 4A and Item 7 may not agree, the discrepancy being explained by the number of such cases shown in the footnote as transferred from another agency.

This supplements instructions in Sec. 2902-00, 2904-00 and 2906-00 of the Manual of Adoption Policies and Procedures.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

FILED

in the office of the Secretary of State
of the State of California

NOV 21 1951

At 3:15 o'clock PM

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

AREA OFFICES

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MIRROR BUILDING
145 SOUTH SPRING STREET
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GRAYSTONE BUILDING
948 MARKET STREET
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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

November 21, 1951

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California.

ADDRESS REPLY TO:

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 440-C (STAT)

These regulations were approved by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103, 103.5, 103.6, 114b, and 115 on November 16, 1951, and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the office of the Secretary of State
of the State of California

NOV 21 1951

At 3:15 o'clock P.M.

FRANK M. JORDAN, Secretary of State
By *John G. [Signature]*
Assistant Secretary of State

Certified as a Regulation (or
as Regulations) of the

Department of Social Welfare
(Name of State Agency)

Charles J. Ackland
(Signature)

Director
(Title)

11-21-57
(Date)

CHARLES I. SCHOTTLAND
Director

70410 103,103.5
103.6, 114.6, 115
EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
September 28, 1951

DEPARTMENT BULLETIN NO. 440-C (STAT)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS
LOS ANGELES JUVENILE COURT
SAN FRANCISCO JUVENILE COURT

Subject: Discontinuance of Monthly
Statistical Report on Effect
of Changes in Old-Age and
Survivors' Insurance Provisions
on Cases Receiving Public
Assistance in September 1950
(Form Temp 233)

The "Monthly Statistical Report on Effect of Changes in Old-Age and Survivors' Insurance Provisions on Cases Receiving Public Assistance in September 1950" (Form Temp 233) will be discontinued after submission of the report covering the month of September 1951.

The final report, for the month of September (Part II only), as required by Department Bulletin No. 440-B (Stat), will be due in the Bureau of Research and Statistics, State Department of Social Welfare, Sacramento by October 20, 1951.

Department Bulletins No. 440, 440-A, and 440-B are hereby superseded.

FILED

in the office of the Secretary of State
of the State of California

NOV 21 1951

At 3.15 o'clock *JP* M.

FRANK M. JORDAN, Secretary of State

By *Edmond J. ...*

Assistant Secretary of State

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
June 22, 1951

BOARDING HOME MANUAL LETTER NO. 22

The attached revision numbered 107 is to be entered in your copy of the Manual of Boarding Homes for Aged and Children and the revision number canceled on the inside of the Manual cover.

Appendix VIII has been revised to delete the Albany City Health Department from the list of accredited and inspection agencies.

The Alameda County Welfare Commission now covers the entire county of Alameda.

FILED
In the office of the Secretary of State
of the State of California

NOV 27 1951

3.10 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By *[Signature]*
Assistant Secretary of State

VIII (Continued)

VIII

<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
FRESNO	Department of Public Welfare 4504 Ventura Avenue Fresno 2, California	Accredited	Accredited
GLENN	Glenn County Welfare Dept. Court House Annex Willows, California	Accredited	Accredited
HUMBOLDT	Department of Public Welfare Eureka, California	Accredited	Accredited
IMPERIAL	County Welfare Department Court House El Centro, California	Accredited	Accredited
INYO	County Welfare Department Court House Independence, California	Accredited	Accredited
KERN	County Welfare Department P. O. Box 316 (1115-26th St.) Bakersfield, California	Accredited	Accredited
KINGS	Department of Public Welfare P. O. Box 599 (110 East 8th St.) Hanford, California	Accredited	Accredited
LAKE	Lake County Welfare Department Lakeport, California	Accredited	Accredited
LASSEN	County Welfare Department Court House Susanville, California	Accredited	Accredited
LOS ANGELES	L.A. County Public Welfare Comm. Room 903, Civic Center Building 205 South Broadway Los Angeles 12, California	Accredited	Accredited
MADERA	Department of Public Welfare Welfare Building, Madera Ave. Madera, California	Accredited	Accredited
MARIN	County Welfare Department Masonic Building San Rafael, California	Accredited	Accredited

(Section Continued on Next Page)

VIII ROSTER OF ACCREDITED AND INSPECTION AGENCIES

VIII

<u>COUNTY</u>	<u>AGENCY</u>	<u>CHILDREN'S BOARDING HOMES</u>	<u>AGED BOARDING HOMES</u>
ALAMEDA	Alameda County Welfare Commission 420 Broadway Oakland 7, California	Accredited	Accredited
ALPINE	County Welfare Department Fredericksburg, California via Gardnerville, Nevada	Inspection	Inspection
AMADOR	County Welfare Department Court House Jackson, California	Inspection	Inspection
BUTTE	State Dept. of Social Welfare 616 K Street Sacramento, California	Not delegated	Not delegated
CALAVERAS	Department of Social Welfare Court House San Andreas, California	Inspection	Inspection
COLUSA	County Welfare Department Hall of Records Building Colusa, California	Inspection	Inspection
CONTRA COSTA	Social Service Department Court House Martinez, California	Accredited	Accredited
DEL NORTE	Department of Public Welfare Court House Crescent City, California	Accredited	Accredited
EL DORADO	Social Welfare Department 40 Canal Street Placerville, California	Inspection	Inspection

(Section Continued on Next Page)

AREA OFFICES

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Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

November 27, 1951

ADDRESS REPLY TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of the following regulations issued
by the State Department of Social Welfare.

BOARDING HOME MANUAL LETTER NO. 23

These regulations were adopted by the State Social Welfare
Board on November 16, 1951, pursuant to the powers conferred upon it by
the Welfare and Institutions Code under Section 103, and are being
filed in accordance with Section 11380 of the Government Code.

Also attached is Boarding Home Manual Letter No. 22.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED
In the office of the Secretary of State
of the State of California

NOV 27 1951

3:10 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *[Signature]*
Assistant Secretary of State

Certified as a Regulation (or
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Charles J. Schreiner
(Signature)

Director
(Title)

11-27-57
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

November 26, 1951

BOARDING HOME MANUAL LETTER NO. 23

The attached revision numbered 108 is to be entered in your copy of the Manual Boarding Homes for Aged and Children and the revision number canceled on the inside of the manual cover.

This revision was approved by the Social Welfare Board on November 16, 1951, to be effective December 1, 1951.

Sec. X-200 has been revised to delete the requirement that all hearings on revocation of license or appeals from denial of renewal of license be held before the Social Welfare Board with a hearing officer presiding. Thus the hearing procedure is governed by Section 11512, Government Code, which provides in effect that the Board in each case may determine whether the hearing officer is to hear the case alone or whether the Board itself is to hear the case with the hearing officer.

FILED

In the office of the Secretary of State
of the State of California

NOV 27 1951

At 3:10 o'clock P.M.
FRANK M. JORDAN, Secretary of State
By *John Gray*
Assistant Secretary of State

X-250 PREPARATION OF CASE FOR REVOCATION

X-250

Investigation:

Upon determination by the accredited licensing or inspection agency that cause exists for the revocation of a license, the SDSW shall be so notified. The SDSW will review the case record, discuss the case with the accredited agency, interview the licensee, and make or have made by the local agency such collateral investigations as appear necessary. Specific facts and dates must be secured, and affidavits may be obtained.

Report:

A report will be made by the SDSW concerning the history of licensing action, the cause that exists for revocation, the acts and omissions with which the licensee is charged, the factual record of attempts made to bring the situation into conformity, and the provisions of the law or standards with which the licensee fails to comply.

X-200 (Continued)

X-200

the SDSW may proceed without a hearing. If the respondent fails to file a "Notice of Defense" or to appear at the hearing, the agency (SDSW) may take action based upon the respondent's express admission or upon other evidence, and affidavits may be used as evidence without any notice to the respondent; where the burden of proof is on the respondent to establish that he is entitled to the agency action sought, the agency may act without taking evidence. Nothing herein shall be construed to deprive the respondent of the right to make any showing by way of mitigation. The "Notice of Defense" shall be a form provided by the SDSW which, when signed by or on behalf of the licensee, will acknowledge service of the "Accusation." In the "Notice of Defense" the respondent may: request a hearing, object to or admit the accusation, or present new matter by way of defense.

Notice of Hearing:

Upon receipt of the "Notice of Defense" the SDSW shall determine the time and place of the hearing, and shall deliver a "Notice of Hearing" to all parties at least ten days prior to the hearing. The "Notice of Hearing" shall include the following minimum information:

"You are hereby notified that a hearing will be held before the _____ on the _____ day of _____, 19____, at the hour of _____, at _____ (here insert place of hearing) upon the charges made in the accusation served upon you. You may be present at the hearing, may be but need not be represented by counsel, may present any relevant evidence, and will be given a full opportunity to cross-examine all witnesses testifying against you. You are entitled to the issuance of subpoenas to compel the attendance of witnesses and the production of books, documents or other things by applying to the Director of Social Welfare, 616 K Street, Sacramento, California."

Amended Accusation:

Any time before the matter is submitted for decision, the SDSW may file an "Amended Accusation." All parties shall be notified thereof. If new charges are presented, the licensee shall be given opportunity to prepare his defense, but he shall not be entitled to file a further pleading unless the SDSW in its discretion so allows.

AREA OFFICES

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948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

November 27, 1951

ADDRESS REPLY TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Manual Letter No. 155.

These regulations were adopted by the State Social Welfare Board on November 16, 1951, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 103.6, and 114b, and are being filed in accordance with Section 11380 of the Government Code.

Also attached is Manual Letter No. 154.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachments

FILED

In the office of the Secretary of State
of the State of California

NOV 27 1951

At 3:10 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *John M. Gray*
Assistant Secretary of State

Certified as a Regulation (or
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Charles J. Schaubert
(Signature)

Director
(Title)

11-27-57
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

November 26, 1951

MANUAL LETTER NO. 155

The attached revisions are to be entered in your copy of the Manual of Policies and Procedures and revision numbers 95 and 96 canceled on the separator of the Welfare Personnel Standards Chapter.

These revisions were adopted by the Social Welfare Board on November 16, 1951, to be effective January 1, 1952.

Secs. 075-35 and 074-15 have been revised to provide for the use of Form PS-9, Application for Examination, instead of Form PS-16, Statement of Qualification for a Provisional Appointment, when making provisional appointments or non-competitive promotions.

Sec. 074-15, as revised, provides that if appropriate employment lists are exhausted, the appointing authority may submit to the examining agency the name and qualifications of the person to fill the position pending examination and establishment of an eligible list.

The attached page giving information on the sale of the manual is to be inserted in your manual immediately following the cover.

FILED

In the office of the Secretary of State
of the State of California

NOV 27 1951

At 3:10 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

SALE OF MANUAL

Copies of the Manual of Policies and Procedures may be purchased from the State Department of Social Welfare, 616 K Street, Sacramento, California, for \$2.50 plus 8 cents state sales tax. The price of one year's subscription to revisions (which include department bulletins) is seventy-five cents. Both prices are payable in advance. If a certified or cashier's check or money order is used for payment, it shall be made payable to the State Department of Social Welfare.

FILED

In the office of the Secretary of State
of the State of California

NOV 27 1951

At 3.10 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By

[Signature]
Assistant Secretary of State

074-15 PROVISIONAL APPOINTMENTS
WPS

074-15

If, in the opinion of the appointing authority, there are urgent reasons for filling a position and the appropriate employment lists are exhausted, the appointing authority may submit to the examining agency, on Form PS-9 (Application for Examination) the name and qualifications of the person to fill the position pending examination and establishment of an eligible list. If such person's qualifications have been certified by the examining agency as meeting minimum requirements as to training and experience for the position, and he is a citizen of the United States, such person may be provisionally appointed to fill the existing vacancy only until an appropriate eligible list is established and appointment made therefrom. No provisional appointment shall be made until the position has been classified and minimum qualifications established therefor, in accordance with these rules. No provisional appointment shall be continued for more than 90 days after an appropriate eligible list has been established for the class of position and in no event for more than six months from the date of appointment; except that if a provisional employee has filed a relevant examination appeal which is granted a hearing by the SSWB, his appointment may continue during the pendency of such appeal in accordance with the provisions of the rules governing provisional appointments. Successive provisional appointments of the same person shall not be permitted and a position shall not be filled by repeated provisional appointments. Expiration of a provisional appointment shall be reported to SDSW on Form PS-21 (Report of Separation).

The period of provisional appointment shall not constitute a part of the probationary period except as provided in Sec. 074-50, Nature, Purpose and Duration of Probationary Period. Employees not covered by Sec. 074-10, Employees Appointed Prior to Adoption of These Rules, and all appointments made subsequent to the adoption of these rules but prior to the holding of examinations, shall be regarded as provisional employees.

For the purpose of this section and as long as recruitment difficulties persist, provisional appointments may be extended at the end of the six months' period with the approval of the SDSW, and successive provisional appointments of the same individual to different positions and successive provisional appointments to the same position may be made in exceptional circumstances subject to the following conditions.

1. That an examination has been publicly announced or will be announced by the examining agency prior to a date not exceeding six months after the beginning date of each provisional appointment, or that if after an examination has been announced the examining agency has found that a sufficient number of applicants has not filed to assure adequate competition.
2. That in the absence of a definite examination date, provision shall be made to accept continuous receipt of applications for an examination for a given class as outlined in Sec. 074-80, Filing Applications, and the examination is to be held whenever the examining agency, with the concurrence of the SSWB, finds that enough applicants have filed to assure adequate competition.

(Section Continued on Next Page)

074-10 EMPLOYEES APPOINTED PRIOR TO DATE OF ADOPTION OF THESE RULES
WPS

074-10

An employee who is certified by the agency as having given satisfactory service on or before December 31, 1939, may be admitted to the examination for the position held by him as of that date, without regard to minimum qualifications of training and experience. Upon certification of examining agency that he has qualified in the examination held in accordance with the provisions of Sec. 071-55 Types of Examinations, he may be appointed as a permanent employee. Permanent status of such an employee shall date from certification of examining agency that he has qualified in the examination.

An employee, certified in accordance with paragraph 1 of this section as having given satisfactory service, who has been transferred or promoted to another position subsequent to December 31, 1939, but prior to the examination for the position currently held, shall be required to submit adequate evidence to SDSW that he possesses required ability and fitness to perform duties of the position in order to be admitted to the examination for that position. Such an employee may, on certification of examining agency that he has qualified in examination for that position, be retained as a permanent employee. Permanent status of such an employee shall date one year from date of appointment to the position after certification by the examining agency that he has qualified in examination. An employee, transferred or promoted as described above, who fails to qualify in the examination for the position currently held by him may, on certification of examining agency that he has qualified in the examination for the position held by him on December 31, 1939, be retained in that position provided there is a vacancy in the class.

An employee who fails to qualify in the examination for either of the positions referred to in paragraphs 1 and 2 of this section shall be removed from his position within ninety (90) days after establishment of a list of eligibles for such position or positions. (W&IC 119.5, 119.6; F&SS, Ad. 30)

FILED

In the office of the Secretary of State
of the State of California

NOV 27 1951

At 3:10 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *John G. Taylor*
Assistant Secretary of State

075-30 CERTIFICATION FROM PROMOTIONAL ELIGIBLE LIST
WPS

075-30

All employees who qualify in promotional examination shall be placed on a promotional eligible list for the class of position in the order of their examination ratings.

If a promotional and an original eligible list exist, the same number of names shall be certified from each list in accordance with Sec. 073-60, Certification of Names. Appointing authority may make selection from names submitted from either register, giving such preference to present employees as the good of the service will permit. (W&IC 119.5, 119.6; PSS-Admin.)

075-35 NONCOMPETITIVE PROMOTIONS
WPS

075-35

Notwithstanding the provisions of any other section of these rules, an appointing authority, upon presentation of valid reasons, may be permitted by the SSWB to make promotions within a county welfare department or between county welfare departments on a noncompetitive basis. Such promotions shall be made only if the employee to be promoted in this manner shall have permanent status in the next lower classification within a series of positions, if his report of performance shall be "Acceptable" or "Excellent," and if he meets the minimum qualifications for the position for which he is being considered for promotion. Before any noncompetitive promotion may be made, the appointing authority shall submit to the SDSW Form PS-9 (Application for Examination) for the employee being considered for such promotion, and his qualifications shall have been certified by the examining agency as meeting the minimum requirements as to training and experience required for the position for which he is being considered for promotion.

The SDSW shall determine the classes of positions from which and to which such promotions may be made within a series of positions.

Noncompetitive promotions shall be reported to the SDSW by the appointing authority on Form PS-20, Notice of Appointment. (W&IC 119.5, 119.6)

075-50 INTER-AGENCY TRANSFER OF EMPLOYEE
WPS

075-50

Transfer of an employee from a position in one organizational subdivision of a county agency to a position of same class in another organizational subdivision of same or another county agency may be made at any time by appointing authorities concerned. All inter-agency transfers must be certified by SDSW. No increase or advance in salary shall be made upon a transfer, unless the regulations governing salary advancement are complied with.

Inter-agency transfer shall be reported to the SDSW by appointing authority of the county from which the employee is transferring on Form PS-21 (Report of Separation) and by appointing authority of county to which employee is transferring on Form PS-20, Notice of Appointment. (W&IC 119.5, 119.6)

075-00 METHOD OF MAKING PROMOTIONS
WPS**075-00**

As far as is practicable and feasible, a vacancy shall be filled by promotion of a qualified permanent employee based upon individual performance, as evidenced by recorded service ratings, with due consideration for length of service, and upon capacity for the new position as demonstrated by a promotional examination. (For exception to written promotional examinations, see Sec. 075-35, Noncompetitive Promotions.) Preference in promotion may be given to employees within an agency. All inter-agency promotions must be approved by appointing authorities concerned.

Candidate for promotion must be certified by examining agency to possess qualifications for position as set forth in specifications for the class of position for which he is a candidate or he shall submit adequate evidence to SDSW that he possesses the required ability and fitness to perform the duties of the position, and he shall be required by examining agency to qualify for the new position by promotional competitive examination administered by examining agency.

Promotion shall be reported to SDSW by appointing authority on Form PS-20 (Notice of Appointment). (W&IC 119.5, 119.6; FSS-Admin.)

075-10 PROMOTION BY COMPETITIVE EXAMINATION
WPS**075-10**

If it is determined by the SSWB to fill vacancies in a particular class of position by promotional competitive examination, such examination shall be given under the direction of the examining agency. A promotional competitive examination may be limited to employees of county agency concerned or may, with approval of the SSWB, be open to employees of other county agencies.

An employee to be eligible to compete for promotion must have permanent status in a lower related class, except that limited term appointees who, immediately preceding their limited term appointment, had permanent status in a class designated as eligible for promotion, may compete in said promotional examinations as though they then held the appropriate status.

No applicant shall be eligible to compete in a promotional examination unless his service rating at time of last regular report was "Acceptable" or "Excellent". (W&IC 119.5, 119.6; FSS-Admin.)

075-20 CONTENTS OF PROMOTIONAL COMPETITIVE EXAMINATION
WPS**075-20**

A promotional competitive examination shall consist of any combination of the following: written tests, ratings on training and experience, evaluation of recorded service ratings and seniority, performance tests, and qualification appraisals. The combination in each case and procedures for determination of qualifying grade shall be announced by examining agency in advance of examination, and shall take into consideration approved practices. (W&IC 119.5, 119.6; FSS-Admin.)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
October 11, 1951

MANUAL LETTER NO. 154

The following chapters of the Manual of Policies and Procedures are obsolete in their entirety and may be removed from your copy of the Manual if you have not already done so:

Chapter 101 - Purpose and General Provisions
Chapter 105 - Age
Chapter 112 - Citizenship
Chapter 120 - Residence
Chapter 130 - Real Property
Chapter 140 - Personal Property
Chapter 150 - Income
Chapter 155 - Amount of Grant
Chapter 160 - Institution Inmates
Chapter 170 - Relatives
Chapter 180 - Blindness
Chapter 185 - Prevention of Blindness
Chapter 190 - Classification
Chapter 200 - Applications
Chapter 230 - Investigation and Decision
Chapter 325 - Fair Hearings
Chapter 350 - Continuing Services
Chapter 700 - State Case Numbers

FILED

In the office of the Secretary of State
of the State of California

NOV 27 1951

At 3.10 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

The material in these chapters is superseded by the separate Manuals of Policies and Procedures covering Old Age Security, Aid to the Blind, and Aid to Needy Children.

The following chapters are current except insofar as they are revised by Department Bulletins:

Chapter 070 - Welfare Personnel Standards
Chapter 285 - Social Data Record
Chapter 290 - Permanent Sample Procedures
Chapter 500 - Statistical Procedures
Chapter 600 - Financial Procedures
Chapter 800 - Child Welfare Services
Chapter 975 - Residence - Indigent Aid
Glossary

The index and the Form Index may be used in relation to the current chapters.

The following is a complete list of current Department Bulletins:

269	(Mer System)
269-A	(Merit System)
319	(Merit System)
371	(OAS, ANB)
388-D	(OAS, ANB)
388-D Suppl.	(OAS, ANB)
392	(Fiscal)
397	(OAS) (Obsolete for ANB)
399	(Fiscal)
405	(OAS, ANB, APSB)
406	(3 Aids)
416	(Fiscal)
416-A	(Fiscal)
416-B	(Fiscal)
416-C	(Fiscal)
423	(Fiscal)
423-A	(Fiscal)
423-B	(Fiscal)
423-C	(Fiscal)
427	(Fiscal)
431	(Fiscal)
432	(ANC)
433	(ANC)
434	(Merit System)
435	(Fiscal)
438	(Statistical)
439	(Statistical)
439-A	(Statistical)
440-C	(Statistical)
447	(Adop)
448	(ANB, APSB, ANC) (Obsolete for OAS)
449	(Statistical)
450	(ANC)
451	(Fiscal)
452	(Statistical)
454	(Fiscal)
455	(Fiscal)
456	(Fiscal)
459	(Statistical)
460	(OAS, ANB, APSB, ANC)
461	(Statistical)
462	(3 Aids)
463	(Fiscal)
464	(ANC)

All other Department Bulletins are obsolete.

It is anticipated that with the issuance of the separate Manuals of Policies and Procedures for Old Age Security, Aid to the Blind, and Aid to Needy Children, some holders of the integrated Manual will no longer have need for their copies. Copies of the integrated Manual of Policies and Procedures which are no longer needed may be destroyed rather than returned to this department. However, the State Department of Social Welfare, 616 K. Street, Sacramento, shall be informed immediately of the Copy Numbers (shown on the title sheet just following the Manual cover) of all Manuals so destroyed.

This permission to destroy unneeded Manuals applies only to the integrated Manual of Policies and Procedures and does not apply to any other Manuals issued by this department. Other Manuals must be returned to this office when they are no longer needed.

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento
December 28, 1951

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of the regulations which will be issued by the State Department of Social Welfare with Aid to Needy Children Manual Letter No. 15.

These regulations were adopted by the State Social Welfare Board on December 18, 1951, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 114(b), and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED
in the office of the Secretary of State
of the State of California

DEC 28 1951

4:20 P.M.
FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

• Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Charles L. Schottland
(Signature)

Director
(Title)

12-28-57
(Date)

AID TO NEEDY CHILDREN MANUAL LETTER NO. 15

The attached material is to be entered in your copy of the Manual of Policies and Procedures - Aid to Needy Children. No revision numbers are to be canceled.

The separator for the Appeal for Fair Hearing Chapter is to be inserted immediately preceding Sec. C-600.

The attached Table of Contents replaces the entire Table of Contents which follows the cover of the manual.

The attached page giving information on the sale of the manual is to be inserted between the cover and the Table of Contents.

Sec. C-040, Sale of the Manual of Policies and Procedures - Aid to Needy Children by SDSW, is deleted, effective December 1, 1951.

SALE OF MANUAL

Copies of the Manual of Policies and Procedures - Aid to Needy Children may be purchased from the State Department of Social Welfare, 616 K Street, Sacramento, California, for \$2.50 plus 8 cents state sales tax. The price of one year's subscription to revisions (which include department bulletins) is seventy-five cents. Both prices are payable in advance. If a certified or cashier's check or money order is used for payment, it shall be made payable to the State Department of Social Welfare.

FILED

In the office of the Secretary of State
of the State of California

DEC 28 1951

At 4:20 o'clock p M.

FRANK M. JORDAN, Secretary of State

By _____ Assistant Secretary of State

STATE OF CALIFORNIA

SACRAMENTO 14

Inter-Departmental Communication

To: Honorable Frank M. Jordan
Secretary of State
State Capitol
Sacramento, California

File No.

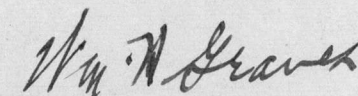
Date: December 28, 1951

Subject: Rules and Regulations

From: Department of Agriculture

In accordance with the provisions of Section 11380 of the Government Code of the State of California, (Chapter 1425, Statutes of 1947) we are enclosing three copies (one certified) of a regulation of the Department of Agriculture amending sections of Article 8 pertaining to Milk Bottles, Subchapter 4, Chapter 8, Title 4 of the California Administrative Code.

This regulation is promulgated by the Director of Agriculture by virtue of Section 12027, Chapter 1, and Section 12107, Chapter 2, Division 5 of the Business and Professions Code of the State of California.



Wm. H. Graves
Departmental Accounting Officer

eg
encl

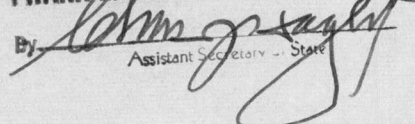
FILED

in the office of the Secretary of State
of the State of California

DEC 28 1951

At 5:25 o'clock  M

FRANK M. JORDAN, Secretary of State

By 
Assistant Secretary of State



STATE OF CALIFORNIA
Department of Agriculture
December 28, 1951

Pursuant to the provisions of Article 4 (Procedure for the adoption of Regulations), Chapter 4, Part 1, Division 3, Title 2 of the Government Code of the State of California, after notice duly given and a hearing duly held, in accordance with the authority vested in the undersigned as Director of Agriculture by Section 12027, Chapter 1, and Section 12107, Chapter 2, Division 5 of the Business and Professions Code of the State of California, Sections 3194, 3196 and 3198 are amended, Article 8 (Milk Bottles), Subchapter 4 (Tolerances and Specifications for Commercial Weighing and Measuring Devices), Chapter 8 (Bureau of Weights and Measures, Department of Agriculture), Title 4 (Business Regulations) of the California Administrative Code, to read as follows:

3194. SPECIFICATIONS. Milk bottles shall be made in sizes heretofore specified in section 3172, Article 6, Liquid Capacity Measures, Subchapter 4, Chapter 8, Title 4, Business Regulations, California Administrative Code, and in sizes of 10 fluid ounces, one-third quart, and 12 fluid ounces, and they shall be made to contain their indicated capacities at a temperature of 20° C. (68° F.).

3196. Milk bottles with an inside diameter of not over 2 inches immediately below the plane of the sealing surface shall hold the correct capacity when filled to a point one-fourth inch below the plane of the sealing surface; bottles with an inside diameter of more than 2 inches shall hold the correct capacity when filled to a point one-eighth inch

below such plane: Provided, however, that a larger distance shall be allowed below the plane of the sealing surface when the bottles are provided with a clearly defined line blown or otherwise clearly and permanently marked in or on the bottle, and extending at least halfway around it, which indicates the correct capacity, and directly over, below, or beside this line, with the words "Fill to line" or a similar and suitable inscription clearly and permanently marked in or on the bottle. The distance between the line herein mentioned and the plane of the sealing surface shall in no case exceed that given in the table below.

Capacity of bottles	Maximum distance allowable, inches
2 quarts.....	2
1 quart.....	1½
1 pint.....	1
12 ounces.....	1
1/3 quart.....	1
10 ounces.....	1
1/2 pint.....	5/8
1 gill.....	5/8

3198. TOLERANCES. The tolerances to be allowed in excess or deficiency on milk bottles shall be as follows:

(a) When a test comprises less than 25 bottles of the same capacity and ownership, the tolerances shall be those given in Table A below.

(b) When a test comprises 25 or more bottles of the same capacity and ownership, the tolerances shall be applied not only to the individual bottles but also to the average capacity of at least 25 such bottles, these to be taken at random when the whole supply available is not tested. The error on any individual bottle among those tested

shall not exceed the values shown in Table "A" below. The average error on the bottles tested shall not exceed the values shown in Table "B" below: Provided, however, that in the case of bottles already in use, if the average error is greater than that above specified, then, if desired, all of the bottles of the particular size and ownership in question may be treated as individual measures, in which case all of these bottles shall be separately tested, and the tolerances shown in Table "C" below shall be applied.

Capacity	A, tolerance on individual bottle		B, tolerance on average capacity		C, special tolerance for individual bottles already in use			
					In excess		In deficiency	
	Drams	Cubic inches	Drams	Cubic inches	Drams	Cubic inches	Drams	Cubic inches
2 gallons.....	18	4.1	4.5	1.0	19	4.1	9	2.0
1 gallon.....	10	2.3	2.5	0.6	10	2.3	5	1.2
2 quarts.....	6	1.4	1.5	0.35	6	1.4	3	0.7
1 quart.....	4	0.9	1.0	0.23	4	0.9	2	0.5
1 pint.....	3	0.7	0.75	0.17	3	0.7	1.5	0.3
12 ounces.....	3	0.7	0.75	0.17	3	0.7	1.5	0.3
1/3 quart.....	3	0.7	0.75	0.17	3	0.7	1.5	0.3
10 ounces.....	3	0.7	0.75	0.17	3	0.7	1.5	0.3
1/2 pint.....	2	0.5	0.5	0.12	2	0.5	1.0	0.2
1 gill.....	2	0.5	0.5	0.12	2	0.5	1.0	0.2

Note.--To find the average error on a number of bottles, first add all those errors which are in excess; then add all those errors which are in deficiency; then subtract the smaller sum from the larger; and finally divide this result by the total number of bottles tested.

In testimony hereof, I have hereunto set my hand and caused the official seal of the Department of Agriculture to be affixed in Sacramento, California, this 28th day of December, 1951.

Certified as a regulation of the
Department of Agriculture.

Wm. N. Graves
Departmental Accounting Officer

A. A. Brock
A. A. Brock, Director

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
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948 MARKET STREET
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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

December 28, 1951

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Old Age Security Manual Letter No. 7.

These regulations were adopted by the State Social Welfare Board on December 18, 1951, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 114(b) and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the office of the Secretary of State
of the State of California

DEC 28 1951

At 4:00 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

Certified as a Regulation (or as
Regulations) of the

Dept. of Social Welfare
(Name of State Agency)

Charles I. Schutland
(Signature)

Director
(Title)

12-28-57
(Date)

OLD AGE SECURITY MANUAL LETTER NO. 7

The attached revisions numbered 30 through 33 are to be entered in your copy of the Manual of Policies and Procedures - Old Age Security and the revision numbers canceled on the inside of the manual cover.

The revisions were adopted by the Social Welfare Board on December 18, 1951, to be effective February 1, 1952.

Sec. A-920 contains a clarification in relation to the second month's warrant for applicants who fail to leave a public institution before the end of the month for which aid is granted.

Sec. A-1280 has been revised to eliminate conflict between it and Sec. A-1245. Even though an automobile may be a current necessity, special need for payments on the automobile can be allowed only to the extent that it can be included within the maximum limitation for transportation allowance.

The attached page giving information on the sale of the manual is to be inserted immediately following the manual cover.

Sec. A-195, Sale of Manuals, is hereby superseded.

FILED

in the office of the Secretary of State
of the State of California

DEC 28 1951

At 4:20 o'clock P M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

SALE OF MANUAL

Copies of the Manual of Policies and Procedures - Old Age Security may be purchased from the State Department of Social Welfare, 616 K Street, Sacramento, California, for \$2.50 plus 8 cents state sales tax. The price of one year's subscription to revisions (which include department bulletins) is seventy-five cents. Both prices are payable in advance. If a certified or cashier's check or money order is used for payment, it shall be made payable to the State Department of Social Welfare.

A-910 (Continued)

A-910

3. Is staffed by professional medical and professional nursing personnel who have clear and definite responsibilities to the institution in the provision of medical services to patients.

A "patient" in a public medical institution is defined as:

1. A person who is in a public medical institution because of an illness for which he is receiving planned, continuing medical treatment including physician's services and nursing care, directed toward improvement in health, or is receiving medical treatment for an illness for which medical measures are required though improvement in health or recovery cannot be expected, and
2. Is free to leave at the conclusion of treatment, or at any other time upon his own decision.

A person is not a patient if he is in an institution rendering infirmary or custodial care and he does not receive continuing, planned medical care even though he has a disability which prevents him from maintaining himself outside an institution. The major factor which establishes whether or not a person is a "patient" is the individualization of medical care received in "patient" care as distinguished from congregate services.

A county institution, as the term is used in W&IC 2160.7, is an institution established and maintained by a county for the purpose of rendering medical or surgical care to the sick or wounded or where the infirm are given shelter and maintainance. County institution includes a private hospital which, pursuant to contract with the county accepts patients for medical, hospital, or infirmary care at county expense.

A private institution is defined as a facility managed and controlled by an association or corporation, or by an individual, for the purpose of giving shelter and/or care to groups of people, and which receives no support from public funds. The state, its agencies or subdivisions, may exercise control in regulating the standard of care and maintenance, or the care of individuals may be paid for on an individual basis by a governmental instrumentality without affecting the status of such facility as a private institution. A private institution may be commercial, non-profit, fraternal or benevolent. (W&IC 2140, 2160.7; FSSA, AGO 48/176)

A-920 ELIGIBILITY WHILE IN A PUBLIC INSTITUTION

A-920

An inmate of a public institution may apply for aid. If otherwise eligible, aid shall be granted provided the applicant has a bona fide plan to move from the institution following receipt of the first payment. Aid shall be paid from the first day of the month in which the application is granted except that no aid shall be paid for any period prior to the date the application was signed. Likewise aid shall be granted to an eligible applicant who became an inmate of a public institution after the application was signed.

(Section Continued on Next Page)

A-900 INSTITUTIONAL CARE--GENERAL

A-900

The Old Age Security Program has been established primarily to provide care for a person in his own home, as the preservation of satisfactory home and family life is one of the major goals of a welfare program. Aid shall be granted to a person in his own or some other suitable home of his own choosing, in preference to placing him in an institution. Institutional care, however, may sometimes be necessary. Some physical and mental illnesses may be cared for best in institutions. When constant care is required, few homes can adequately meet the need. The right of a person to make his own living arrangements includes his right to live in a boarding home or private institution of his own choice.

Eligibility is not dependent upon the licensing or approval of the boarding home or private institution in which an applicant or recipient is living. (Waic 2005)

A-910 DEFINITIONS

A-910

The term public institution may be considered as including a place of residence which affords shelter or care to two or more persons and is managed in whole or in part by or through any public instrumentality, official, or employee acting in an official capacity; or a place of residence, which, by reason of the circumstances of its origin and charter or maintenance from public funds, may properly be termed a public institution; or a place of residence in which collective shelter or care at a single or lump sum contract price is afforded to two or more persons by agreement with the state or any of its political subdivisions for a consideration of money or money's worth.

A public medical institution is one which:

1. Is maintained in whole or in part by or through any public instrumentality, official or employee, acting in an official capacity or, by reason of the circumstances of its origin and charter or maintenance from public funds. (It does not include a private institution which by agreement with a public instrumentality is offering care at a single or lump sum contract price.)
2. Is operated for the purpose of providing medical care, including nursing and convalescent care, and has the necessary professional personnel, equipment and facilities to meet the medical needs of patients on a continuing basis in accordance with accepted standards.

(Section Continued on Next Page)

State of California

Department of Social Welfare

CERTIFICATE OF DELIVERY OF PAYMENT OF AID

*To: State Department of Social Welfare
616 K Street
Sacramento, California

County _____

County No. _____

State No. _____

Date _____

THIS IS TO CERTIFY, That _____
Name of recipientleft _____ on _____
Institution Dateand that on _____ I personally delivered to the above named
Date

grantee, Warrant No. _____ in the amount of \$ _____ for the month of _____

representing aid provided under the _____
Indicate type of aid

I further certify that at the time and place of delivery of this
warrant that recipient was not an inmate of a public institution.

Signature _____

Title _____

Note.--This form is to be completed and certified by the person delivering the second month's warrant to an applicant who was in a public institution when his application was granted and who received the warrant for the first month for which aid was granted while an inmate of the institution.

*It is no longer necessary to send a copy of this form to the SDSW.

A-920 (Continued)

A-920

An eligible applicant is entitled to receive his initial warrant while an inmate of the institution, but not more than one warrant may be delivered to him there. Should the applicant remain in the institution after the last day of the month for which the initial warrant is paid, he is ineligible for the warrant for the next month and for each succeeding month up to the month following that in which he leaves the institution.

Example: An inmate of a public institution signed an application on October 8. The applicant planned to leave the institution in November. Aid is granted on November 26, effective November 1, and the November warrant is delivered to the applicant at the institution on November 29. The applicant moves from the institution on December 4. The warrant for December is canceled because the applicant did not leave the institution until after November 30. Aid is paid effective January 1 if the applicant remains otherwise eligible.

A Certificate of Delivery of Payment of Aid (Form AB 231), relating to the second warrant delivered to a person who left the institution within the month for which the first warrant was paid, shall be completed and filed in the case record. On Form AB 231 the person delivering the warrant certifies to the date the applicant left the institution, and the date the warrant was delivered. (See Sec. A-252, Applications of Persons on Leave From State Hospitals.)

A recipient who enters a public institution of a custodial or correctional character is not eligible to receive further aid, and aid shall be discontinued as of the last day of the month in which a recipient enters such institution. (See Sec. A-990, Subvention for County Hospital or Infirmary Care)

If aid was discontinued because of confinement in a public hospital or in a public institution of a custodial or correctional character, and the person is subsequently released, aid may be restored for the balance of the month during which the person was not an inmate. In order for aid to be restored effective with the date of release, such restoration must have been authorized at the same time aid was discontinued, or during the month the person was released.

If aid is restored following discontinuance because the recipient entered a county public institution, Form AB 231 need not be completed but the Notice of Change, Form Ag 232, shall show the date the recipient left the institution. If the Form Ag 232 restoring aid is prepared in advance on the basis of the anticipated date when he will leave the institution, Form AB 231 shall be completed as evidence that he left the institution on or prior to the effective date of restoration.

The above procedure does not apply if payment is continued for two calendar months while the recipient is confined in a public medical institution. Aid is payable to such recipients after admittance to the institution in accordance with Sec. A-930, Eligibility While in a Public Medical Institution.

(W&IC 2140, 2160e, 2160.6, AGO NS4700)

(Section Continued on Next Page)

A-1280 SPECIAL NEED TO MEET PAYMENT ON DEBTS

A-1280

Required payments on an existing encumbrance against the home of an applicant represent a need to be considered in determining the cost of housing, irrespective of the purpose for which the debt was incurred. Required payments on indebtedness secured by an applicant's furniture or some other item of personal property represent a special need if the item of personal property is a current necessity, irrespective of the purpose for which the debt was incurred. Required payments on an automobile which is a current necessity represent special need.

Total need allowance for such payments together with other transportation costs may not exceed \$15.00 a month as provided for in Sec. A-1245, Special Need for Transportation.

If a secured debt is incurred or increased while a recipient of aid the reason for such new indebtedness shall be determined. If the secured indebtedness was increased or incurred for purpose of purchasing some item which could not be recognized as a need, the increase in the required encumbrance payment (or the required payment on a new encumbrance) shall not be recognized as a need when determining total need. Likewise such increase in the required encumbrance payment shall not be considered when determining net occupancy value.

Example 1: A recipient placed an \$800 second mortgage on his home which sum was borrowed to purchase an automobile. This additional encumbrance increased the required monthly encumbrance payment from \$17.30 to \$31.50 per month. An automobile is not required for necessary transportation. In determining need for housing the required encumbrance payment on the home shall continue to be allowed on the basis of \$17.30 per month.

Example 2: A recipient entered into a new contract for paying off the remaining \$800 due on the encumbrance on his home. Under the new arrangements the monthly payments would be reduced but would extend over a longer period. At the same time the encumbrance was increased by \$400 which sum was borrowed to finance a trip. The required monthly payment on the \$1,200 total indebtedness is \$18 a month (principal and interest). Of the total indebtedness $\frac{2}{3}$ ($\frac{800}{1,200}$) represents the amount due on the original loan. The amount of encumbrance payment to be considered in determining housing need is $\frac{2}{3}$ of \$18 or \$12.

Example 3: A recipient secured a \$300 loan against his home to provide a required new roof. This represents the only encumbrance. He still owes \$280 on the encumbrance and the required monthly payments (interest and principal) are \$14 a month. The roof repair represented a need and the need for money to pay off the remaining encumbrance represents a special need which is allowed in determining the housing need of the recipient.

(Section Continued on Next Page)

A-1265 SPECIAL NEED FOR HOUSEKEEPING SERVICE**A-1265**

The cost of housekeeping service represents special need when the physical condition of the recipient is such that the service is required. This includes the cost of outside help to do occasional heavy cleaning, such as floors, woodwork, windows, etc., for persons who maintain their own household or live in a rented room where such service is not furnished without charge. The amount allowed for such service shall be based on the customary rate for such service in the community. No allowance shall be made for service relating to upkeep of the recipient's lawn or for other yard work. (Waic 2140)

A-1270 SPECIAL NEED FOR LAUNDRY SERVICE**A-1270**

The actual cost of laundry service, not to exceed the maximum of \$5 a month, represents a special need when the recipient does not have facilities for doing the laundry himself or when his health or handicap prevents such activity. (Waic 2140)

A-1275 SPECIAL NEED FOR TELEPHONE**A-1275**

The cost of a telephone represents special need not to exceed \$4 a month when a telephone is necessary because of a health condition, blindness, or isolation. (Waic 2140)

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DPA 3	Inquiry Form for Determining Presumptive Eligibility for Other than a Wage-earner for OASI Benefits	A-1170
DPA 5	Summary of Letters of Guardianship	(Item C) A-228
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AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

Sacramento 14
December 28, 1951

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Manual Letter No. 156.

These regulations were adopted by the State Social Welfare Board on December 18, 1951, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 103.6, and 114b, and are being filed in accordance with Section 11380 of the Government Code.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the office of the Secretary of State
of the State of California

DEC 28 1951

At 4:20 P.M.

FRANK M. JORDAN, Secretary of State

By *Wm. J. S. S. S.*
Assistant Secretary of State

Certified as a Regulation (or as
Regulations) of the

Department of Social Welfare
(Name of State Agency)

Charles J. Schoutland
(Signature)

Director
(Title)

12-28-57
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
December 28, 1951

MANUAL LETTER NO. 156

The attached revision is to be entered in your copy of the Manual of Policies and Procedures and revision number 545 canceled on the separator of the Financial Procedures Chapter.

This revision was adopted by the Social Welfare Board on December 18, 1951, to be effective immediately.

Section 645-17 has been revised to add Old Age and Survivors Insurance to the list of retirement plans for which federal participation may be claimed by the county for its share of the costs.

FILED
in the office of the Secretary of State
of the State of California

DEC 28 1951
At 4.20 o'clock p M.
FRANK M. JORDAN, Secretary of State
By _____ Assistant Secretary of State

645-21 EXPENDITURES FOR GOODS, FACILITIES, AND SERVICES FROM
OTHER COUNTY AGENCIES
OAS, ANB, ANC

645-21

Federal participation may be claimed by the county to meet costs incurred by other county agencies in furnishing goods, facilities, or services to the welfare department provided:

1. Such costs are permissible under county ordinances. In all cases the responsibility for the determination of the legality of such claim in respect to county ordinances rests with each individual county, and such determination shall be made prior to claiming federal participation.
2. Such costs are incurred to meet the administrative needs of the welfare department and are not costs attributable to the general expense of county government in carrying out the over-all coordinating fiscal and administrative functions of the county government.
3. Such costs are extra-identifiable and readily ascertainable either
 - a. by segregation, or
 - b. as a pro-rata share of the costs of such goods, facilities, or services.

Definition of Terms

"Goods" means articles or commodities such as printed forms and office supplies.

"Facilities" means transportation and communications such as charges for cost of use of automotive equipment and telephone and telegraph. "Facilities" also includes charges for the cost of use of office furniture and machinery. If office furniture and machinery is purchased from the welfare department appropriations and is used by another county agency exclusively for welfare programs, the purchase cost may be claimed.

"Services" relates to personal services performed by officials or employees of other county departments. (FSS-Admin.)

645-17 EXPENDITURES FOR RETIREMENT CONTRIBUTIONS
OAS, ANB, ANC

645-17

Federal participation may be claimed by the county for its share of costs for covering employees under approved retirement fund plans.

Two copies of retirement data shall be submitted to the SDSW including (a) a statement showing how the plan became effective, (b) the date the plan became effective; and if the retirement system is operated by the county itself, (c) copies of the retirement law including full details on the operation of the system.

One copy of the retirement data shall be notarized by the county clerk as being a true copy of the original document.

Plans currently acceptable include: (a) Membership in the State Employees' Retirement System, (b) a county wide retirement plan operating under authority of the County Employees' Retirement Act of 1937, or (c) Old Age and Survivors' Insurance under 1950 Amendment to the Social Security Act. (Secs. 31450 - 31822 Government Code)

The county share of approved retirement system contributions shall be reported currently as a maintenance and operation charge and shall be identified as retirement system contributions on Administrative Expense Worksheets (Form DFA 64A) submitted to the SDSW. (FSS-Admin.)

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
-2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND

DIRECTOR

Sacramento

December 28, 1951

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of the regulations which will be issued by the State Department of Social Welfare with Aid to the Blind Manual Letter No. 7.

These regulations were adopted by the State Social Welfare Board on December 18, 1951, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.6 and 114(b), and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

in the office of the Secretary of State
of the State of California

DEC 28 1951

At 4:20 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

Certified as a Regulation (or as
Regulations) of the

Dept of Social Insurance
(Name of State Agency)

Charles J Schouten
(Signature)

Director
(Title)

12-28-57
(Date)

AID TO THE BLIND MANUAL LETTER NO. 7

The attached revisions numbered 53 through 73 are to be entered in your copy of the Manual of Policies and Procedures - Aid to the Blind and the revision numbers canceled on the inside of the manual cover.

These revisions were adopted by the Social Welfare Board on December 18, 1951, to be effective February 1, 1952.

Secs. B-252, B-255, and B-259 have been revised to eliminate reference to Form Bl 263. The information on results of the State Ophthalmologist's review, formerly shown on Form Bl 263, will be shown on Forms Bl 227 and Bl 227A.

Sec. B-261 has been revised to eliminate specific reference to a "physicians" report.

In Sec. B-279 the maximum fee for an examination by an optometrist has been changed from \$7.50 to \$10.

Sec. B-282, List of Authorized Physicians for Eye Examinations, has been brought up-to-date.

Sec. B-490 has been revised to provide that transfer of a life-estate results in ineligibility if such transfer was made to avoid utilization of a resource. As revised, the section also provides that if an enforceable contract for life care provides for less than full support, the amount provided is to be considered income, and aid (not to exceed the maximum grant) may be granted to the extent of any unmet need.

Sec. B-512 has been revised to clarify the provision that the one warrant received by an inmate of a public institution is to meet his needs for the month or partial month during which he leaves the institution and no second warrant may be issued for the same period of time.

Secs. B-490, B-524, and B-527 have been revised to provide for the payment of aid to residents of private institutions even though they may have a contract for life care, if all of their needs are not met.

Sec. B-609 has been revised to change the terminology "Housing, maintenance and replacement" to "Household maintenance and replacements".

Sec. B-612 has been revised to include the provision for a 30% increase over the Special Diet Schedule if special need has been established for this item.

Sec. B-793, as revised, includes consultants' services as necessary expenses which may be authorized by the SDSW in connection with the Prevention of Blindness program.

The page containing Sec. B-645 has been rerun to correct an error in the type face used in the paragraph following Example 1.

The attached Table of Contents replaces the entire Table ofContents now in the manual.

B-252, B-255 and B-259

These sections are revised to eliminate Form Bl-263 by including the results of the State Ophthalmologist's review on the bottom of the Report of Eye Examination itself.

B-252 SDSW REVIEW OF EXAMINATION REPORTS
(Rev.)

B-252

Portions of this section not relevant to changes are omitted from the agenda.

B. NOTIFICATION TO COUNTY OF RESULTS OF REVIEW

After the SDSW review, the county will be notified immediately on Form Bl-263, ~~Notice of Findings and Action on~~ Bl 227 or Bl 227A, Report of Eye Examination, as to the eligibility status on degree of blindness and the need for future eye examinations. ~~Form Bl-263 will be accompanied by one copy of Form Bl-227 or Bl-227A, Report of Eye Examination.~~ After action has been taken according to the findings indicated ~~thereon~~ on the Forms Bl 227 (or Bl 227A), ~~and Bl-263~~ such form shall be filed in the case record. (W&IC 3075, 3083, 3460, 3471)

(a)

(a) To eliminate Form Bl-263 by including the results of the State Ophthalmologist's review on the bottom of the Report of Eye Examination itself.

The required annual redetermination of a recipient's eligibility for continuance of aid includes a re-examination of the eyes, unless the SDSW had previously indicated on Form Bl-263 that such re-examination is not necessary. (See Sec. B-252, SDSW Review of Examination Reports.) The examination shall be made by a physician or optometrist on the authorized lists who had not previously examined the recipient, if there is more than one examiner on such list within a reasonable distance. The report of the examination shall be immediately submitted in duplicate to SDSW for review and determination as to eligibility on the basis of degree of blindness, in accord with Sec. B-252.

(a)

Portions of this section not relevant to changes are omitted from the agenda.

- (a) To eliminate Form Bl-263 by including the results of the State Ophthalmologist's review on the bottom of the Report of Eye Examination itself.

If the SDSW review of a current Report of Eye Examination, Form Bl 227 or Bl 227A, raises a question regarding the eligibility of a recipient, the county will be notified ~~on Form Bl-263, Notice of Findings and Action~~ on the Report of Eye Examination. Additional reports will be required and the county shall follow this procedure regarding continuance of aid, pending final determination as to eligibility on the basis of degree of blindness:

(a)

Withholding and/or Discontinuance of Aid

1. ~~Upon receipt of Form Bl-263,~~ If the review of the Report of Eye Examination by the SDSW indicates that the recipient is ineligible, the warrant for the coming month shall be issued in the usual manner, but delivery withheld, though not beyond the month for which it is drawn.

(b)

The recipient shall be notified immediately that continued eligibility is questioned, and arrangements shall be made as soon as possible for another examination at county expense by one of the authorized examiners, if he desires to have the additional examination. (See Sec. B-279, Expenses in Connection with Eye or Neuropsychiatric Examinations.)

If the recipient appears to be eligible for another form of aid, an application for such aid should be taken as soon as possible following the withholding of the warrant. This is designed to avoid possible loss of aid to the individual if his eligibility on the degree of blindness is not established.

Portions of this section not relevant to changes are omitted from the agenda.

If the recipient is dissatisfied with the reports of a physicians or optometrists obtained through the foregoing procedure, he may submit a reports of ~~another~~ other examinations made at his own expense by ~~another~~ other examiners on the authorized lists.

(b)

The State Ophthalmologist shall have the privilege of examining the recipient and recommending final action on the basis of all available information. (W&IC 3075, 3083, 3460, 3470)

- (a) To eliminate Form Bl 263 by including the results of the State Ophthalmologist's review on the bottom of the Report of Eye Examination itself.
- (b) Clarification

~~This section is being revised for clarification.~~

B-261 APPEALS ON DEGREE OF BLINDNESS
(Rev.)

B-261

An individual who is dissatisfied with the physician's report of eye examination as to degree of blindness has the right to appeal for a fair hearing. On appeals based on degree of blindness, arrangements shall be made for another eye examination at county expense by a physician or optometrist on the authorized lists who had previously not examined the individual. If the report of this examination indicates that the individual does come within the definition of blindness, a third examination shall be authorized by an examiner designated by the SDSW, and this examiner will be provided with copies of the two conflicting reports, with the exception of the names of the examiners, since this examiner is acting in the capacity of a referee. Eligibility as to degree of blindness shall be determined on the basis of the two reports which agree. (a

If the State Ophthalmologist finds upon review that two of the examiners' reports of eye examination indicate that the person's visual impairment comes within the definition of blindness, the SDSW is authorized to recommend that aid be granted or restored without the formality of a hearing by the SSWB.

If the individual appeals on the basis of two adverse reports, he may submit at his own expense additional reports of eye examinations made by physicians or optometrists on the authorized lists, and these reports will be presented on the hearing of the appeal.

The State Ophthalmologist shall have the privilege of examining the individual prior to the hearing of an appeal by the SSWB. If he refuses to submit to the examination or is inaccessible for it, the hearing will be on the basis of the reports already submitted. (W&IC 3075, 3078, 3083, 3086, 3087.5, 3088.5, 3089, 3460, 3471, 3473, 3473.2, 3474.5)

This section is being revised to increase the fee for the optometrist examination from ~~\$7.50~~ to \$10.00 making it the same as the fee for the physician's eye examination.

B-279 EXPENSES IN CONNECTION WITH EYE OR
(Rev.) NEUROPSYCHIATRIC EXAMINATIONS

B-279

No person shall be required to pay any part of the cost of an eye examination that is required by the SDSW in connection with his application for, or continued receipt of, aid. The cost of any examination required by the SDSW for the purpose of determining degree of blindness shall be paid by the county in the same manner as other expenses of the county are paid. The maximum fee which is considered proper county administrative expense for each eye examination is \$10.

(a)

A reasonable fee for a neuropsychiatric examination, if required may be considered an allowable county administrative expense. (See Sec. B-264, Neuropsychiatric Examinations.)

Necessary transportation expenses within the county for eye examinations by a physician or optometrist on the lists, or outside the county if there is no physician or optometrist so listed for that county, are allowable, and in ANB, are subject to federal reimbursement. (See Sec. B-756, Federal Participation in Administrative Costs.) (W&IC 3075, 3083, 3083.1, 3460, 3462.1, 3471)

(a) Revised to increase the fee for the optometrist examination from \$7.50 to \$10.00 making it the same as the fee for the physician's eye examination.

ALAMEDA COUNTY

Capus, Bertram	354 21st Street (Also in Contra Costa County)	Oakland
DeVaul, Charles H.	1624 Franklin Street	Oakland 12
Dickson, Owen C.	2628 Telegraph Avenue	Berkeley 4
Drescher, Edward P.	2340 Ward Street	Berkeley 5
Gump, M. E.	411 30th Street	Oakland 9
Gunderson, Ernest O.	2140 Shattuck Avenue	Berkeley 4
Hessing, Ernest E.	1904 Franklin Street	Oakland 12
Hirst, William R.	2241 Central Avenue	Alameda
Howell, Homer P.	3022 E. 14th Street	Oakland 1
Magrath, Wm. A. S.	411 30th Street	Oakland 9
McKay, David J.	1684 West 14th Street	San Leandro
Padden, E. H.	1624 Franklin Street	Oakland 12
Schnoor, Thomas G.	400 29th Street	Oakland 9
Sharpsteen, Jay Randolph	426 17th Street	Oakland 12
Steinmetz, John R.	109 East 14th Street	Alameda
Stephens, B. M.	2241 Central Avenue	Alameda
Stephens, Stuart B.	2241 Central Avenue	Alameda

(Section Continued on Next Page)

B-282 (Continued)

B-282

BUTTE COUNTY

Alexander, J. H.	111 W. 2nd Street	Chico
Bethel, Robert D.	1453 Downer Street	Oroville
Chiapella, Karl J.	184 East Fifth Street	Chico
Chiapella, J. O.	184 East Fifth Street	Chico
Flumb, C. E.	310 Main Street	Chico

CONTRA COSTA COUNTY

Capus, Bertram	427 Tenth Street (Also in Alameda County)	Richmond
Ford, Harry G.	314 10th Street	Richmond
Gallagher, John A.	1327 Main Street	Walnut Creek
Harmon, Robert J. P.	314 10th Street	Richmond
Keppen, Ford F.	314 10th Street	Richmond

FRESNO COUNTY

Awtrey, Hugh	533 Patterson Building	Fresno 1
Grayman, Harry M.	2900 Fresno Street Building	Fresno
Hunt, Wayne Alvin	1157 Fulton Street	Fresno
Snow, Virgil C.	2916 Fresno Street	Fresno 1
Steinberg, Theodore	719 Patterson Building	Fresno 1
Trowbridge, Dwight H.	2900 Fresno Street Building	Fresno
Whitten, R. H.	2900 Fresno Street Building	Fresno

HUMBOLDT COUNTY

Dolfini, Walter W.	730 Seventh Street	Eureka
Hoilien, Maurice J.	431 F Street	Eureka
Iverson, Herman A.	507 F Street	Eureka

IMPERIAL COUNTY

Clarke, William A	107 South 5th Street	El Centro
Jaquith, George	116 North Plaza	Brawley

INYO COUNTY

Bambauer, L. S.	239 Academy Avenue	Bishop
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(Section Continued on Next Page)

B-282 (Continued)

B-282

KERN COUNTY

Baisinger, L. F.	2026 17th Street	Bakersfield
Lange, Harry W.	1629 Truxton Avenue	Bakersfield
McKee, Keith S.	1706 Chester Avenue	Bakersfield
Nelson, Donald G.	1631 17th Street	Bakersfield

KINGS COUNTY

Bassett, Alberta R.	Van Sicklen Building	Hanford
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LAKE COUNTY

Beil, M. Clemens		Upper Lake
------------------	--	------------

LOS ANGELES COUNTY

Abraham, Samuel V.	6363 Wilshire Blvd.	Los Angeles 48
Albaugh, C. H.	727 West 7th Street	Los Angeles 17
Allison, Ray L.	6305 Yucca	Hollywood 28
Applebaum, Alfred	5905 Pacific Blvd.	Huntington Park
Appleby, Ruth	1425 Glendon Avenue	Los Angeles 24
Armstrong, Richard C.	595 E. Colorado Street	Pasadena 1
Balding, Grant	101 S. Madison Street	Pasadena 5
Balding, Willard V.	101 S. Madison Street	Pasadena 5
Baraff, Albert A.	1680 North Vine Street	Hollywood
Behrens, Herbert C.	226 N. Greenleaf Avenue	Whittier
Beigelman, M. N.	1930 Wilshire Blvd.	Los Angeles 5
Bell, Nelson C.	1708 N. Garey Street	Pomona
Brandenburg, Kenneth C.	110 Pine Avenue	Long Beach 2
Brownsberger, Sidney	727 W. 7th Street	Los Angeles 17
Bullis, John A.	3875 Wilshire Blvd.	Los Angeles 5
Chamberlain, Calvin B.	Investment Building	Pomona
Christensen, Eugene L.	727 West 7th Street	Los Angeles 17
Cooley, Arthur D.	601 West 9th Street	San Pedro
Crane, Walter R.	727 West 7th Street	Los Angeles 17
De la Reina, Solomon	224 Rosecrans Avenue	Manhattan Beach
Dow, Julian N.	9730 Wilshire Blvd.	Beverly Hills
Ellis, O. H.	523 West 6th Street	Los Angeles 14
Endres, William J.	523 West 6th Street	Los Angeles 14
Faier, Herman I.	9730 Wilshire Blvd.	Beverly Hills

(Section Continued on Next Page)

B-282 (Continued)

B-282

LOS ANGELES COUNTY (Continued)

Fairchild, Nora M.	939 South Figueroa	Los Angeles
Falk, S. M.	701 South Hoyt Avenue	El Monte
Faust, Joseph Milton	1930 Wilshire Blvd.,	Los Angeles 5
Feldman, A. William	7705 Seville Avenue	Huntington Park
Fields, Jack	4418 Vineland	North Hollywood
Fields, H. Maxwell	405 North Bedford Drive	Beverly Hills
Godwin, Edmund D.	Professional Building	Long Beach 2
Goodman, Sanders A.	724 South Victory Blvd.	Burbank
Gorrilla, Laurence Vincent	2615 E. Walnut Street	Huntington Park
Gunzburg, Julian	416 North Bedford Drive	Beverly Hills
Hale, Channing W.	342 Investment Bldg.	Pomona
Hare, Robert	416 N. Bedford Drive	Beverly Hills
Hartman, Deane C.	1136 W. 6th Street	Los Angeles 17
Harwood, David	2969 E. Florence Avenue	Huntington Park
Harwood, Samuel C.	105 San Vicente Blvd.	Beverly Hills
	(Also 514 E. Kelso Street)	Inglewood
Hillyer, Ernest C.	1033 Gayley Avenue	Los Angeles 24
Irvine, A. Ray Jr.	9730 Wilshire Blvd.	Beverly Hills
	(Also 727 W. 7th Street)	Los Angeles 17
Irvine, S. Rodman	727 W. 7th Street	Los Angeles 17
Irvine, Wendell C.	727 W. 7th Street	Los Angeles 17
Johnson, Ernest D.	330 N. Garfield	Alhambra
Kambara, George K.	322 East First Street	Los Angeles 12
Kaplan, Harry E.	1930 Wilshire Blvd.	Los Angeles 5
Kelson, Ralph H.	353 E. Manchester Blvd.	Inglewood
Kinney, J. G.	1137 2nd Street	Santa Monica
Klages, Ralph F.	1930 Wilshire Blvd.	Los Angeles 5
	(Also 416 S. Brand Blvd.)	Glendale 3
Landegger, George P.	3875 Wilshire, Suite 900	Los Angeles
Lifschutz, Jacob	105 N. San Vicente	Beverly Hills
Ludmerer, Sol	117 E. 8th Street	Long Beach 2
Marrin, Charles Ainsworth	320 Wilshire Blvd.	Santa Monica
McBride, June Parratt	1052 W. 6th Street	Los Angeles 17
McCormick, William A.	234 $\frac{1}{2}$ S. 1st Avenue	Arcadia
McCoy, Carroll A.	1122 North Brand	Glendale
McKellar, James H.	111 N. Hudson Avenue	Pasadena 4
Merkel, Emil E.	125 E. Glenoaks Blvd.	Glendale
Middleton, J. Myron	6515 Wilshire Blvd.	Los Angeles 48
Miller, Nathan H.	4334 Leimert Blvd.	Los Angeles 8
Mills, Lloyd H.	609 S. Grand Avenue	Los Angeles 28
Mills, Lloyd H., Jr.	609 S. Grand Avenue	Los Angeles 28
Monaco, Louis	727 W. 7th Street	Los Angeles 17
Moore, Telford I.	5061 Lankershim Blvd.	North Hollywood
Morris, Samuel A.	6381 Hollywood Blvd.	Hollywood
Nees, Oliver R.	508 Times Building	Long Beach 2
Nesburn, Henry R.	1680 North Vine Street	Hollywood 28
Norene, Robert A.	727 W. 7th Street	Los Angeles 17

(Section Continued on Next Page)

B-282 (Continued)

B-282

LOS ANGELES COUNTY (Continued)

Nugent, Maurice W.	2007 Wilshire Blvd. (Also 3761 Stocker Street)	Los Angeles 5 Los Angeles 8
Olkon, Dora Berkman	8015 Beverly Blvd.	Los Angeles 48
Penn, Sidney W.	812 Pine Avenue	Long Beach
Pollock, Franklyn J.	5720 Wilshire Blvd.	Los Angeles 36
Popovich, Stephen John	1930 Wilshire Blvd.	Los Angeles 5
Reed, Paul H.	727 West 7th Street	Los Angeles 17
Reynolds, Frederick G.	6333 Wilshire Blvd.	Los Angeles 36
Robbins, Alfred R.	1930 Wilshire Blvd.	Los Angeles 5
Roberts, Jay G.	1708 North Garey Avenue	Pomona
Roberts, Walter L.	727 West 7th Street	Los Angeles 17
Rogers, John Brady	1401 South Hope Street	Los Angeles
Ross, B. Cecelia	1318 2nd Street (Also 9754 Wilshire Blvd.)	Santa Monica Beverly Hills
Schillinger, Robert J.	727 West 7th Street	Los Angeles 17
Schuman, Irving	10750 Washington Blvd.	Culver City
Schwartz, Leo H.	405 North Bedford Drive	Beverly Hills
Seech, Stephen G.	2007 Wilshire Blvd.	Los Angeles 5
Shanedling, Phillip D.	6315 Wilshire Blvd.	Los Angeles 48
Simons, Edward J.	405 North Bedford Drive	Beverly Hills
Sitney, Julian J.	4418 N. Vineland Avenue	North Hollywood
Smitz, Dennis V.	110 Pine Avenue	Long Beach 2
Smith, Harry A.	226 North Greenleaf Avenue	Whittier
Smith, W. Burr	727 West 7th Street	Los Angeles 17
Snow, H. L.	639 West 9th Street	San Pedro
Sommers, I. G.	1815 West 6th Street	Los Angeles 5
Southgate, Paul T.	117 East 8th Street	Long Beach 2
Speaker, Other	586 North Main Street	Pomona
Steckler, M. I.	2007 Wilshire Blvd.	Los Angeles 5
Stern, Sidney G.	5380 Village Road	Long Beach 8
Struble, Gilbert C.	9730 Wilshire Blvd.	Beverly Hills
Thornburgh, Robert G.	117 East 8th Street	Long Beach 2
Van Riesen, Milton H.	229 North Central	Glendale 3
Weeks, Carrol L.	1930 Wilshire Blvd.	Los Angeles 5
Weiss, Herman	6333 Wilshire Blvd.	Los Angeles 48
Whalman, Harold F.	727 West 7th Street	Los Angeles 17
Wilson, Clinton A.	3875 Wilshire Blvd.	Los Angeles 5
Wilson, Warren A.	1930 Wilshire Blvd. (Also 9730 Wilshire Blvd.)	Los Angeles 5 Beverly Hills
Wright, Edwin S.	5061 Lankershim Blvd.	North Hollywood
Ziskin, Daniel E.	6317 Wilshire Blvd.	Los Angeles 48
Zugsmith, George S.	529 West 8th Street	San Pedro
Zankan, Leo	1930 Wilshire Blvd.	Los Angeles 5

MARIN COUNTY

Denicke, Ernest W.	1010 B Street	San Rafael
Furlong, Robert M.	1010 B Street	San Rafael
McKenna, John F.	711 D Street	San Rafael

(Section Continued on Next Page)

B-282 (Continued)

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MENDOCINO COUNTY

Keaster, J. B.

Longvale

MERCED COUNTYMcDowell, B. E.
Willison, Eugene E.205 Bank of America Bldg.
Shaffer BuildingMerced
MercedMONTEREY COUNTYClark, Howard E.
Dong, Emma O.
Glasgow, Starley, Condit
Griess, R. O.576 Hartnell Street
255 Main Street
600 South Main Street
8 East Alisal StreetMonterey
Salinas
Salinas
SalinasNAPA COUNTYHunt, Carson E.
Kittle, Dallas B.2107 Jefferson Street
1333 Jefferson StreetNapa
NapaNEVADA COUNTY

Powell, Barton J.

224 South Church Street

Grass Valley

ORANGE COUNTYCalvy, William J.
Currey, Hiram M.
Elliott, Arthur C.
Francis, Raymond
Johnston, S. Theron
Maxwell, H. C.
Miller, Wallace J.
Sellon, George I.
Tirico, Joseph G.117 North Claudina Street
311 South Main Street
620 North Los Angeles Street
1424 North Broadway
1520 North Main Street
1718 North Main Street
1415 Coast Boulevard
213 North Pomona Avenue
206 West Fourth StreetAnaheim
Santa Ana
Anaheim
Santa Ana
Santa Ana
Santa Ana
Santa Ana
Corona Del Mar
Fullerton
Santa AnaPLACER COUNTY

Miller, William M.

320 Aeolia Drive

Auburn

(Section Continued on Next Page)

B-282 (Continued)

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RIVERSIDE COUNTY

Berke, Samuel D.	Plaza Hotel Building	Indio
Chapman, Vernon A.	N. Palm Canyon Dr. & Andreas Road	Palm Springs
Crawford, Walter J.	3910 Market Street	Riverside
Garrison, B. E.	5019 Sierra Street	Riverside
Harner, Clyde E.	Palm Springs Clinic, 1091 N. Palm Canyon Drive	Palm Springs
Stone, Vean M.	3616 Main Street	Riverside

SACRAMENTO COUNTY

Berg, John A.	Medico-Dental Building	Sacramento 14
Fritschi, Ulrich A.	Medico-Dental Building	Sacramento 14
Gray, John Edward	2901 Capitol Avenue	Sacramento
Harper, Lamar B.	2846 Fulton Avenue	Sacramento
Holstein, Theodore	2912 Capitol Avenue	Sacramento
Kahler, Arthur J.	2615 Capitol Avenue	Sacramento
Kelsey, T. W.	Forum Building	Sacramento 14
McKee, C. B.	California State Life Building	Sacramento 14
Wagner, Alfred W.	Medico-Dental Building	Sacramento 14

SAN BERNARDINO COUNTY

George, A. R.	291 E. Street	San Bernardino
George, Lewis C.	291 E. Street	San Bernardino
Hadley, Carl M.	Platt Building	San Bernardino
Hooval, John H.	124 East F Street	Ontario
Hull, Frederick H.	1348 D Street	San Bernardino
Moose, Ray M.	575 5th Street	San Bernardino
Preston, Helen E.		Victorville
Prough, Wendell A.	326 North Laurel Avenue	Ontario
Quinn, W. R.	47 East Vine Street	Redlands
Smith, John J.	P. O. Box 864	Twenty-nine Palms
Witter, Gordon L.	2 West Fern Avenue	Redlands

SAN DIEGO COUNTY

Berends, E. D.	625 Broadway	San Diego
Bloomenthal, John	906 Medico-Dental Building	San Diego 1
Bond, Floyd M.	Bank of America Building	San Diego 1
Jaquette, Mary C.	4752 Palm Avenue	La Mesa
Kilgore, George L.	3315 4th Avenue	San Diego 3
Koke, Martin P.	Medico-Dental Building	San Diego 3
Lauren, George P.	205 Medico-Dental Building	San Diego 3
Lucic, Hugo	Medico-Dental Building	San Diego 3

(Section Continued on Next Page)

B-282 (Continued)

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SAN DIEGO COUNTY (Continued)

Merrill, H. Ross	3251 4th Avenue	San Diego 3
Merwin, Thomas Keery	3318 4th Avenue	San Diego
Ravin, Oscar G.	233 A Street, Suite 405	San Diego
Rowland, Alan L.	Bank of America Building	San Diego 1
<i>Rant, H.B.</i>	<i>1006 Melius Mental Bldg.</i>	<i>San Diego 1</i>

SAN FRANCISCO COUNTY

Aiken, Samuel D.	384 Post Street	San Francisco 8
Barkan, Otto	490 Post Street	San Francisco 2
Bettman, Jerome W.	2400 Clay Street	San Francisco 15
Blak, Einar V.	1801 Bush Street	San Francisco 9
Borley, William E.	655 Sutter Street	San Francisco 2
Boyle, S. F.	490 Post Street	San Francisco 2
Brinckerhoff, Albert J.	490 Post Street	San Francisco 2
Campion, George S.	490 Post Street	San Francisco 2
Carman, Henry F.	60 Vicente Street	San Francisco 16
Dickey, Clifford Allen	450 Sutter Street	San Francisco 8
Edgerton, Ambrose Earl	450 Sutter Street	San Francisco 8
Eissler, Rolf	2107 Van Ness Avenue	San Francisco 9
Fine, Max	655 Sutter Street	San Francisco 2
Hall, Thomas G.	516 Sutter Street	San Francisco 2
Harrington, David O.	384 Post Street	San Francisco 8
Harrington, John T.	450 Sutter Street	San Francisco 8
Hicks, Avery	490 Post Street	San Francisco 2
Hogan, Michael J.	450 Sutter Street	San Francisco 8
Hosford, George N.	450 Sutter Street	San Francisco 8
Jakobovits, Rafael	655 Sutter Street	San Francisco 2
Kadesky, David	1801 Bush Street	San Francisco 9
Lachman, George S.	450 Sutter Street	San Francisco 8
McBain, Earle H.	490 Post Street	San Francisco 2
Miller, Miriam	350 Post Street	San Francisco 8
Mohr, Selby	450 Sutter Street	San Francisco 8
Pischel, Dohrmann K.	490 Post Street	San Francisco 2
Rodin, Frank H.	490 Post Street	San Francisco 2
Rodin, Max	490 Post Street	San Francisco 2
Sarrail, Jean A.	30 Hernandez Avenue	San Francisco 16
Shaffer, Robert N.	490 Post Street	San Francisco 2
Smith, Joseph G.	450 Sutter Street, Room 1918	San Francisco 8
Tesauero, Nicholas	384 Post Street, Room 901	San Francisco

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B-282 (Continued)

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SAN JOAQUIN COUNTY

Broadus, C. A.	242 North Sutter Street	Stockton 2
Brody, Yale	127 East Acacia Street	Stockton
Plageman, William H.	242 North Sutter Street	Stockton 2
Powell, Dewey R.	Medico-Dental Building	Stockton 2
Powell, James R.	Medico-Dental Building	Stockton 2
Saslaw, Lewis B.	Bank of America Building	Stockton
Tipshus, Alfons F.	242 N. Sutter Street	Stockton 2

SAN LUIS OBISPO COUNTY

Beresky, Tibor	1170 Marsh	San Luis Obispo
Kelker, G. David		Cayucos

SAN MATEO COUNTY

Murphy, William H.	205 3rd Avenue	San Mateo
Sharpe, Otis Allen	251 Park Road	Burlingame
Sherwood, Robert O.	128 Primrose Road	Burlingame
Westsmith, Richard A.	30 South El Camino Real	San Mateo

SANTA BARBARA COUNTY

Campbell, J. Gary	1525 State Street	Santa Barbara
Gibb, W. Blake	1515 State Street	Santa Barbara
Hombach, Frank J.	1421 State Street	Santa Barbara
Loutfallah, Michel	1826 State Street	Santa Barbara
	(Also Ventura County)	
Mesirow, Maurice E.	117 E. Cook Street	Santa Maria
Richards, John M.	1534 State Street	Santa Barbara
von Zelinski, W. F.	22 W. Islay Street	Santa Barbara

SANTA CLARA COUNTY

Beard, Crowell	St. Claire Building	San Jose 23
Cassell, Irving	St. Claire Building	San Jose 23
Lee, Dorothea	Medico-Dental Building	San Jose 20
Liebenberg, Henry S.	123 South Third Street	San Jose 12
Martin, P. T.	Medico-Dental Building	San Jose 20
Reinhardt, Paul H.	300 Homer Avenue	Palo Alto
Rosehill, David B.	Bank of America Building	San Jose 16

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B-282 (Continued)

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SANTA CLARA COUNTY (Continued)

Smith, Herbert Gordon	261 Hamilton Avenue	Palo Alto
Tanner, Owen R.	300 Homer Avenue	Palo Alto
Thygeson, Phillips	87 North 6th Street	San Jose
Walsh, Alton	311 South 1st Street	San Jose 33

SANTA CRUZ COUNTY

Bivins, Thomas E.	526 Soquel Avenue	Santa Cruz
Hombach, Leo J.	345 Church Street	Santa Cruz
Shenk, Frederick P.	Medico-Dental Building	Santa Cruz
Spencer, James A.	135 Montevista Avenue	Watsonville

SHASTA COUNTY

Kay, G. Leslie	1542 Market Street	Redding
Otten, Alex J.	2124 Market Street	Redding

SOLANO COUNTY

Green, John W.	1727 Sonoma Blvd.	Vallejo
Johnson, Malcolm C.	1004 Marin Street	Vallejo
Madely, H. Randall	1727 Sonoma Blvd.	Vallejo
Marchand, D. C.	1727 Sonoma Blvd.	Vallejo
Marquette, M. L.	1727 Sonoma Blvd.	Vallejo

SONOMA COUNTY

Dick, Noble	618 4th Street	Santa Rosa
Every, Herbert M.	600 B Street	Santa Rosa
O'Connor, C. Addison	816 4th Street	Santa Rosa
Patterson, Gilbert L.	1116 Mendocino Avenue	Santa Rosa
Sannella, Lee S.	200 4th Street	Petaluma
Spear, J. Leslie	576 B. Street	Santa Rosa

STANISLAUS COUNTY

Mottram, L. D.	1115 I Street	Modesto
Porter, James A.	1024 J Street	Modesto

(Section Continued on Next Page)

B-282 (Continued)

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TEHAMA COUNTY

Frey, Russell G.	737 Washington Street	Red Bluff
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TULARE COUNTY

Keiper, George F.	113 North Church Street	Visalia
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VENTURA COUNTY

Cavins, Carl S.	804 W. 5th Street	Oxnard
Howarth, E. M.	705 Main Street	Santa Paula
Loutfallah, Michel	468 East Main Street	Ventura
	(Also Santa Barbara County)	
Morrison, A. A.	34 North Ash Street	Ventura
Stansbury, John R.	34 North Ash Street	Ventura

YOLO COUNTY

Graeser, Henrik S.	507 Main Street	Woodland
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YUBA COUNTY

<i>Harper, Lancer B</i>	<i>725-4th Street</i>	<i>Marysville</i>
Hodgin, Robert I.	603 D Street	Marysville
Montana, Rocco	725 4th Street	Marysville

OTHER STATES

Clarke, Samuel Tracy	Medico-Dental Building	Reno, Nevada
Creveling, Earle L.	17 North Virginia	Reno, Nevada
Cope, Beverly A.		Ashland, Oregon
Emmens, Thomas H.	207 Fluhrer Building	Medford, Oregon
Magee, George R.	129 N. Virginia Street	Reno, Nevada
Moulton, Olin C.	Medico-Dental Building	Reno, Nevada

The revisions to this section are for the purpose of conforming with Attorney General's Opinion NS 51-40; and also to provide in the rule on transfer of property, the concept that transfer of a life-estate renders a person ineligible when such transfer is to avoid utilization of the resource. Change already made in OAS.

No person is eligible for aid if a voluntary transfer or assignment of real or personal property has been made by him for the purpose of reducing the valuation of remaining holdings within the statutory maximum. (In ANB, the assessed valuation of real property, and in APSB, the assessed valuation of all property shall be considered.)

No person is eligible for aid if a voluntary transfer or assignment of real property, or life estate interest therein, has been made by him in order to avoid utilization of the resource. (See Sec. B-436, Utilization of Real Property.) (a)

If title passed by delivery of the deed more than two years preceding the date of application, it is the presumption, which may be refuted, that the transfer of title was made in good faith and not for the purpose of qualifying for aid or for a greater amount of aid. (See Sec. B-424, Life Estate Interest.)

A. Transfer for Life Care

Unless there is evidence that the contract is not enforceable, a transfer of personal property, subject to the condition that the donee will provide full support for the donor for the remainder of his life, renders the donor ineligible as he has entered into a contract for life care. If an enforceable contract of this nature provides for less than full support, the amount provided shall be considered income, and aid (not to exceed the maximum grant) may be granted to the extent of any unmet need. (b) (c)

Portions of this section not relevant
to changes are omitted from the agenda.

(a) Revised to provide, in the rule on transfer of property, the concept that transfer of a life-estate renders a person ineligible if such transfer is to avoid utilization of the resource.

(b) The word "personal" is being deleted to make the rule equally applicable to both real and personal property as has long been true.

(c) Revised to conform with Attorney General's Opinion NS 51-40.

The purpose of this revision is to make clear that the one warrant which a person receives while in the institution is to meet his needs for the month or partial month after he leaves the institution and no second warrant will be issued for the same period of time.

B-512 ELIGIBILITY OF PUBLIC INSTITUTION INMATES
(Rev.)

B-512

An inmate of a public institution may apply for aid. If otherwise eligible, aid shall be granted from the first of the month in which the determination is made that he is eligible, provided the applicant has a bona fide plan to move from the institution following receipt of the first payment. Likewise, aid shall be granted to an eligible applicant who became an inmate of a public institution after the application was signed.

(a)

Not more than one warrant may be delivered to the applicant at the public institution. The applicant must move from the institution as soon as possible after receiving his first warrant. Should the applicant remain in the institution after the last day of the month for which the initial warrant is paid, he is ineligible for the warrant for the next month and for each succeeding month up to the month following that in which he leaves the institution.

Example: An inmate of a public institution signed an application on October 8. The applicant planned to leave the institution in November. Aid is granted on November 26, effective November 1, and the November warrant is delivered to the applicant at the institution on November 29. The applicant moves from the institution on December 4. The warrant for December is canceled because the applicant did not leave the institution until after November 30. Aid is paid effective January 1 if the applicant remains otherwise eligible.

(a)

An inmate of a federal hospital or home located in this state, and which is not supported in whole or in part by the state or any of its political subdivisions, may apply for and receive aid while an inmate. (AGO NS572)

A person confined in a public institution of a custodial or correctional character is not eligible to receive aid, and aid shall be discontinued as of the last day of the month in which a recipient enters such institution. If aid is restored following discontinuance because of confinement in a public hospital or in a public institution of a custodial or correctional character, aid may be restored for the balance of the month during which he was not confined in such institution, provided he is otherwise eligible. (See Sec. B-515, Eligibility During Hospitalization; for ANB, see Sec. B-518, Institutional Subvention for Hospital or Infirmary Care.)

(Section Continued on Next Page)

- (a) Revised to make clear that the one warrant which a person receives while in the institution is to meet his needs for the month or partial month after he leaves the institution and no second warrant will be issued for the same period of time.

Certification of Payment after Release of Inmate from County Institution

As evidence that an applicant whose application was granted while an inmate of a public institution and who received his first warrant while in the institution, ceased to be an inmate following receipt of that warrant, a Certificate of Delivery of Payment of Aid, Form AB 231, relating to the warrant for the second month shall be completed and filed in the case record. The county official or other person delivering the warrant certifies on AB 231 to the day the applicant left the institution and the date the warrant was delivered.

If aid is restored following discontinuance because the recipient entered a county public institution, Form AB 231 need not be completed but the Notice of Change, Form Bl 232, shall show the date the recipient left the institution. If Bl 232 restoring aid is prepared in advance on the basis of the anticipated date when he will leave the institution, Form AB 231 shall be completed as evidence that he left the institution on or prior to the effective date of restoration.

This procedure does not apply where a recipient enters a hospital for temporary medical care and aid is continued. Warrants shall be delivered to such recipients after admittance to the institution in accordance with the rules in Sec. B-515. (See Sec. B-651, Restoration of Aid.) (AGO NS 4700) (W&IC 3044, 3044.5, 3075, 3084, 3444, 3460)

~~These changes in effect merely provide that aid may be paid to persons living in private institutions, even though they may have a contract for life care, provided all of their needs are not met. The changes are in accord with Attorney General's Opinion NS 51-40. Changes already made in OAS.~~

B-524 ELIGIBILITY OF RESIDENTS OF PRIVATE INSTITUTIONS
(Rev.)

B-524

A resident of a ~~home or~~ private institution maintained by any fraternal, benevolent or nonprofit organization is eligible for aid, provided the following conditions are met:

(a)

1. There is no contract obligating the ~~home or~~ institution to ~~care~~ provide full and complete support for the inmate for life or for a lesser period. (See Sec. B-527, Life Care Contracts) (AGO 51/40)

(a)

2. The inmate is either obligated to pay the institution for the support provided, or the value of the support given without charge to the inmate is such that his full need is not met. If full support is not furnished by the institution and the inmate is otherwise eligible, aid shall be granted in an amount necessary to cover the portion of his need not furnished by the institution. (AGO NS5220)

Portions of this section not relevant
to changes are omitted from the agenda.

B-527 LIFE CARE CONTRACTS IN PRIVATE INSTITUTIONS
(Rev.)

B-527

A resident of a home or institution maintained by any fraternal, benevolent or nonprofit organization is ineligible for aid if he is ~~cared for~~ provided full care and maintenance under a life care contract.

(a)

Residents of fraternal, nonprofit and benevolent institutions who have a valid and enforceable contract for full support are not in need. Persons who voluntarily cancel such a contract for the purpose of qualifying for aid are not eligible. Determination as to the reason for cancellation of the contract shall be made by the county. (See Sec. B-493, Assignment of Real and/or Personal Property to Non-Profit Institution.)

(a)

If investigation reveals that it is impossible for the institution to carry out its contract, aid shall be granted to residents otherwise eligible. (AGO NS906)

If the welfare of the individual requires a living plan other than that provided by continued residence in the institution, the cancellation of a contract is not considered to be for the purpose of qualifying for aid.

(Section Continued on Next Page)

(a) To provide that aid may be paid to persons living in private institutions, even though they may have a contract for life care, provided all of their needs are not met. The changes are in accord with Attorney General's Opinion NS 51-40.

An applicant who has an insurance policy providing optional life care in an institution is not required to take up such option.

The payment of dues or assessments by a member, or on his behalf, which is used in whole or in part toward the maintenance of persons within the home or institution does not in itself entitle the member to receive care for life in the home or institution. The transfer of property to the home or institution as a condition of admittance does not in itself result in a contract for life care. The fact that the person has agreed or promised to pay for his maintenance in the event he receives a pension, bequest, device, or other inheritance is immaterial. ~~In general, an agreement which specifies that the institution may terminate the rendering of care, with or without cause, does not constitute an agreement for life care.~~ ~~---(AGO-NS4353)~~ The fact that the contract provides for cancelation by either party at any time, with or without cause, does not in itself alter the status of a contract as a life care contract.

(a)

An investigation shall be made to determine if an inmate is legally entitled to receive care for life. This investigation shall consist of an examination of the by-laws of the institution and of the application or agreement between the inmate and the organization or other parties, such as the members of the organization. If the results of the investigation leave doubt as to the existence of a life-care contract for total or partial life care the facts may be submitted to the SDSW for decision.

(a)

Portions of this section not relevant to changes are omitted from the agenda.

(a) To provide that aid may be paid to persons living in private institutions, even though they may have a contract for life care, provided all of their needs are not met. The changes are in accord with Attorney General's Opinion NS 51-40.

~~In the second paragraph which pertains to ANB basic continuing needs we have re-titled item 5 to "Household Maintenance and Replacements" for clarification.~~

B-609 DETERMINING NEEDS--GENERAL
(Rev.) ANB ONLY

B-609

The law recognizes that the total need of the individual may actually be in excess of the maximum statutory grant of \$85 a month. If the circumstances of the individual are such that need in excess of \$85 a month exists, the cost of such need shall be considered in addition to the cost of basic needs to determine the total need.

The ANB basic continuing needs are valued as follows:

Food	\$28.50
Housing	15.00
Utilities	6.30
Clothing	6.20
Household	
Housing / maintenance and replacements	4.50
Transportation	4.50
Incidentals	10.00
Added Allowance for Blindness	10.00
Total	\$85.00

(a)

The added allowance for blindness is required since the over-all cost of basic needs to a blind person is more than the cost to a person without such a handicap. Specifically, food and other commodities must be ordered by telephone and purchased at the nearest store, resulting in higher prices for these commodities. Also, the renovating and repair of clothing imposes an additional expense on all blind persons, especially the added dry cleaning service required and the additional amount that must be expended for the purchase of clothing.

There are many special needs which are often incident to blindness or unusual circumstances and which may be necessary to effect those physical, social, or economic adjustments required to promote the well-being of the individual blind person.

Needs in excess of the basic continuing needs shall be determined on the basis of the individual's circumstances, and to the extent that is required to cover factual and realistic needs. These needs must be determined with reference to the health, comfort, and well-being of the individual and not a family group.

In those instances where there is non-exempt income, including the value of currently used resources, there shall be recording in the case record concerning discussion with the recipient as to any special needs he may have, the amount required to meet them, and the determination with regard to the establishment of these needs. (See Sec. B-612, Special Needs-Definition and Determination.) (W&IC 3075, 3084, 3084.1)

~~This section is being revised to include the provisions for a 30% increase over the Special Diet Schedule when special need has been established for this item. This has long been the rule but was inadvertently omitted from the Aid to the Blind Manual.~~

Special needs are not common to all recipients, but an individual recipient may have need for one or more of them. The special needs listed below shall be taken into consideration under the circumstances and within the monetary limits indicated.

1. Food--The amount by which the cost of special diet exceeds the cost of basic food (\$28.50) represents special need, and is to be computed in accordance with the department's Special Diet Schedule, plus 30%.
The "Special Diet Schedule" is prepared by SDSW and released to the counties as often as price changes require.

(a.

If the circumstances require that the recipient eat his meals in restaurants, the cost in excess of basic food shall be allowed up to \$21.40 a month.

Portions of this section not relevant to changes are omitted from the agenda.

(a) Revised to include the provision for a 30% increase over the Special Diet Schedule when special need has been established for this item. This has long been the rule, but was inadvertently omitted from the Aid to the Blind Manual.

Federal participation is available for expenditures for salaries and wages and mileage costs through the regular claims for reimbursement of administrative expenses procedure, when the services to individuals are reasonably related to the categorical aid programs and the person is an applicant for, or recipient of, public assistance. The worker will charge her time according to the program under which the recipient is currently receiving aid, or if not receiving aid, to the program under which he is applying for aid. (See Sections on Financial Procedures in Manual of Policies and Procedures for references to county claims for reimbursement.)

The SDSW may authorize all necessary expenses in connection with the program. Allowable expenses may include:

1. Diagnostic eye examination
2. General physical examination
3. Surgery and/or treatment and consultants' services as needed
4. Hospitalization
5. Medication
6. Nursing home care as needed and when recommended by the surgeon following hospitalization
7. Transportation costs, hotel accommodations, and meals, for the blind person and attendant if an attendant is required. (See B-796, Rules on Travel Expenses)
8. Refractions, and glasses in specific cases. (After the permanent refraction at the end of the post-surgical period (90 to 120 days after surgery), the state will not be responsible for expenses incurred by the patient for further examinations or treatment unless specifically authorized by SDSW.)

(a)

Complications which develop while the patient is in the hospital and which require immediate or emergency treatment shall be considered the financial obligation of the state. Such treatment, at the recommendation of the operating surgeon, shall be a proper charge against the funds appropriated for prevention of blindness. Prior to the patient's discharge from the hospital, the county will be asked to make arrangements for the continued care to be given through local resources in the county of the patient's residence.

The SDSW will pay the vendor direct for any other service rendered under this program by an individual, agency, or institution (physician or surgeon, hospital, nursing home, optician, etc.). (W&IC 3051, 3075, 3460, 3462)

(a) Clarification as treatment is interpreted to include consultants' service as needed.